

# An Effective Safety Committee

- 1) Give yourself a name. (Solutions Team, Solutions Committee, Improvement Team)
- 2) Decide on a meeting day and stick to it religiously. (1st Wednesday of the month)
- 3) Decide on a meeting duration and stick to it religiously. (one-hour, two-hours, etc.)
- 4) Be proactive and action oriented. Be sure to "advertise" your achievements and actions with your entire workforce.
- 5) When studying incident causes, address training, behavior, and people issues as well as physical plant and/or equipment issues.
- 6) Rotate the meeting leader and the meeting secretarial duties (keeping minutes), among committee members. The majority of the committee members should be recruited from the workforce with management members being kept to a minimum.
- 7) Adopt the "bring a problem to the table / bring a solution to the table" rule and brainstorm possible solutions.
- 8) Have a specific meeting agenda that includes all topics to be discussed at the meeting and build the next meeting's agenda around items brought to the current meeting. Always post meeting minutes for the rest of the workforce.
- 9) Recruit "fresh" minds from the workforce to round out the committee participants so that all work groups are represented. Your best solutions come from those that are faced with the problems.
- 10) Study your accident causes and injury history to determine your high hazard areas and "focus" most of your efforts on the hazard areas and not on specific accidents.
- 11) If you are going to review incident reports occurring during the prior month, pass out copies so each committee member can study. (Studying accident history is preferred over studying individual reports)