

Starting a Safety Committee:

Roles, Responsibilities, and Recommendations

Minutes shall be kept of each meeting and distributed to all employees:

1. Review the injuries and claims that have occurred since the last meeting.

- Was there a complete investigation?
- Were the root causes identified?
- Were the responsible parties notified, held to account, etc.?
- Was appropriate corrective action taken?
- Follow up on each of the above items until the action is completed.

2. Compile any suggestions for safety improvements/actions from the members.

- Initiatives within departments—how do employees gain access to the committee (e.g., suggestion boxes, bulletin boards, electronically, etc.)?
- Rewards for and/or recognition of individuals/groups who contribute to safety improvements or actions.
- New policies or procedures; equipment purchases or evaluation.

3. Companywide safety goals (these should be SMART goals):

S	specific, significant, stretching
M	measurable, meaningful, motivational
A	agreed upon, attainable, achievable, acceptable, action-oriented
R	realistic, relevant, reasonable, rewarding, results-oriented
T	time-based, timely, tangible, trackable

- Review the goals that have been set for the near and the long term.
- How are we progressing toward those goals?
- Have the goals been communicated to individual departments and employees?
- Do we have to make changes in order to achieve the goals?
- What do we do when we attain the goals we have set?

4. Other projects that may be beneficial to your safety program:

- Identify training opportunities for committee members and others:
 - Free resources (i.e., MEMIC's Safety Director, the Maine Department of Labor's SafetyWorks! website, or your state's counterpart)
 - Trade associations and organizations such as the Maine Motor Transport Association.
- Contact other businesses in your industry:
 - What are they doing for safety improvement?
 - How do they approach their biggest exposures? And what are they?
 - What tools/equipment do they find useful?
- Site inspection program:
 - Are site inspections conducted regularly? By whom? Are they documented? Are the results acted upon? Who tracks them?
- Transitional return-to-work duty options for employees returning to work after an injury:
 - How does the program work now? Can we improve it?
- Job hazard analysis and related activity:
 - What are the hazards faced each day? What will hurt employees?
 - What is the possible injury from each exposure?
 - What is the probability of such an occurrence?
 - With the above data, set priorities for the month, quarter, and year.