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):**

<table>
<thead>
<tr>
<th>S</th>
<th>specific, significant, stretching</th>
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</thead>
<tbody>
<tr>
<td>M</td>
<td>measurable, meaningful, motivational</td>
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<tr>
<td>A</td>
<td>agreed upon, attainable, achievable, acceptable, action-oriented</td>
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<tr>
<td>R</td>
<td>realistic, relevant, reasonable, rewarding, results-oriented</td>
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<tr>
<td>T</td>
<td>time-based, timely, tangible, trackable</td>
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   - 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.

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