

Establishing a Safety Committee

Tips and Best Practices



Benefits of a Safety Committee

- Give employees an avenue to bring up safety concerns
- Identify and correct hazards before they cause an injury
- Involve management and employees in making safety part of your company culture
- Educate employees about risks
- Boost morale when employees feel heard and see their concerns addressed
- Collaboration, broader knowledge, and shared safety responsibilities
- Reduce the risk of OSHA citations or other state penalties

Responsibilities of a Safety Committee

- Reviewing your safety policies and practices
- Conduct regular safety walk-throughs of the facility, noting any concerns
- Encouraging employees to report safety hazards to the group
- Review past incidents and “near misses” for patterns and areas to prioritize areas of focus
- Looking ahead to potential issues in the future

Establishing a Safety Committee

Critical to the success of the Safety Committee is selecting the right safety committee members.

The Safety Committee should be made up of members from various areas of operation within the company, and at all levels, evenly.

Best practices of a Safety Committee include;

- **Define Safety Committee’s role and responsibilities**
Define the duties and responsibilities of the members. Identify and prioritize goals, and establish action plans to achieve each goal.
- **Conduct regularly scheduled meetings**
Use the time to discuss accident prevention methods, safety promotion, hazards identified on safety inspections and other safety-related issues. Review incidents that resulted in injury as well as the “near misses”.
- **Review accident investigation forms**
Conduct thorough examination of the circumstances of accidents and incidents.
- **Review claim trends**
Analyze patterns in your workers’ compensation claims, beginning with key data points: body part, cause of injury and result of injury. Identify if patterns exist by reviewing data, such as role, location of incidents, time of day, etc.
- **Conduct safety inspections**
Develop a safety review and inspection process for internal safety walk-throughs. Consider a checklist to identify hazards, observe operational methods, environmental issues, work space set-up and activity, etc.

Use this time to eliminate hazards, correct employees’ unsafe behaviors and documentation. It is important to establish a follow-up procedure on concerns identified.
- **Promote safety**
The Safety Committee is key to developing a strong culture of safety.
- **Continuous improvement**

