Safety Committees: Getting Started

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Topics
- Purpose
- Functions
- Activities
- Organization
- Roles & Responsibilities
- Meetings

Purpose
- Improve awareness and interest regarding workplace and non-work related health and safety issues
- Influence line supervision and management through awareness and training that they maintain primary responsibility for workplace incidents, investigations, root cause analyses, and corrective action implementation
- Integrate health and safety into the organization’s operating procedures, programs, and workplace culture
- Introduce an environment which encourages uninhibited positive discussion of health and safety issues, their causes, and improvement opportunities
- Improve compliance initiatives to meet local, state, and federal health and safety requirements

Functions
- Author and uphold written mission statement and charter
- Define roles and responsibilities of membership
- Direct the identification and prioritization of goals and action plans
- Document meeting minutes, attendance, discussions
- Track recommended actions
- Disseminate information throughout all levels and areas of the organization
- Receive feedback from all levels and areas of the organization either directly or via committee membership

Activities
- Develop
  - Shift training/toolbox safety discussion information
  - Improvement opportunities and plans
  - Performance metrics (leading/lagging)
- Conduct
  - Health and safety inspections
  - Job-risk analysis
  - Health exposure monitoring
  - Awareness campaigns
- Review
  - Health and safety corrective action plans
  - Training and education programs
  - Incident reports (root cause analysis, management systems review)
  - Performance audits (feeds into improvement plans)
Organization

- Roles
  - Chair
  - Vice-Chair
  - Secretary, and
  - Members-at-Large

- Defined membership selection/participation process; including qualification requirements, length of term, and rotations

Roles & Responsibilities

Chair
- Develop agenda
- Conduct orderly, effective meetings
- Establish target dates and persons-responsible
- Provide feedback to management

Vice-Chair
- Support Chair
- Assume leadership in absence of Chair
- Serve on sub-committees or lead activities

Secretary
- Distribute agenda
- Coordinate meetings
- Maintain, record, and disseminate meeting minutes

Members-at-Large
- Represent the organization
- Direct participation
- Assume responsibility

Meetings

- Regularly scheduled and attended
- Review business with consideration for purpose, functions, and current and projected activities
- Active employee participation is critical
- Recognition for member activities and accomplishments