

## WELCOME TO THE SAFETY COMMITTEE

Safety is important to this company. For that reason, management has developed a Safety Committee. By all employees sharing the work of accident prevention, we can reduce accidents, injuries, and suffering as well as the needless costs associated with them. You will play an important part in improving our safety effort. Your special knowledge of how work is done in your area and your understanding the work of your fellow workers are valuable to this committee's work. We trust that your participation in the committee work will be rewarding.

You have been selected to serve on this committee because of your knowledge and interest in improving safe work practices and reducing unsafe conditions. Your participation with others on the committee team will help management improve decision making in the vital areas of employees' safety and well being, public safety, and facilities protection.

Thanks in advance for your help.

## WHAT YOU'LL BE DOING

### Your Committee Will:

Meet regularly to discuss a variety of subjects related to health and safety.

- Identify problems and suggest solutions for management attention and help communicate safe work practices to co-workers.
- Review accidents that have happened, discover why they occurred, and recommend corrective measures so that they won't happen again.
- Analyze groups of accidents to evaluate the performance of the safety program and highlight areas for improvement.
- Review work areas and specific jobs to identify items that could cause injury or damage.
- Identify hazards associated with machinery and equipment, materials, the work environment, and job procedures. Discuss ways to eliminate the hazards.
- Review employee suggestions for workplace or procedure improvements.
- Take an active part in prioritizing safety -related issues, according to potential frequency and severity of injury or damage, and the costs of implementing control measures.
- Help plan and contribute to safety education campaigns that promote safety awareness among employees.
- Communicate safety information to other employees so they can help reduce errors that lead to accidents.

## MAKING THE MOST OF MEETINGS

As a member of the committee, your duties do not begin and end at the meeting. You will be asked to prepare for each meeting and be given assignments to complete between meetings.

Do not be intimidated by the rank of others on the committee. Your work experience is a valuable asset to the committee's purpose. Work toward developing a team effort in the committee meeting. The meeting should not be a political forum or place to air grievances. It works best when all members participate equally to provide the most creative and effective solutions to safety problems.

The value of committee work is in the ideas developed through creative discussion; supporting those ideas with facts; and agreeing on issues. This provides momentum for getting things done whether the solution is actually carried out by a supervisor, engineer, maintenance mechanic or the safety department.

To get the most out of each meeting, here are some important tips:

- Respect other members' time.
- Keep an open mind.
- Recognize communication problems.
- Refrain from hasty decisions.
- Recognize team goals and efforts.
- Know the mission of your group and what is expected.
- Concentrate on one subject at a time.
- Share credit for team effort and thank others for their contributions.
- Present solutions.
- Don't be discouraged by the first obstacle you encounter.
- Know the facts.
- Use available resources. If you don't know anything about a particular issue, find out. Question other employees and supervisors; ask other committee members and staff. Find out how similar problems were solved.

## SOLVING SAFETY PROBLEMS

**Accidents are unplanned events that can result in injury or damaged property. They are influenced by conditions in the workplace and actions or inaction by managers, supervisors or employees. Most accidents are caused by human errors that allow accident-causing events to take place. There is seldom a single cause for an accident.**

## **Accident Prevention – Solutions**

Accidents can be prevented by improving equipment and facilities, wearing personal protective equipment, training and improved supervision to reduce performance errors.

The first line supervisor has the primary safety responsibility in directing the workforce. Your duties as a committee member should help every supervisor discharge that responsibility most effectively.

There are many other people that also have safety responsibilities who can provide resources in working with the committee team. Plant engineering, purchasing, maintenance, personnel manager, and the training and development staff are examples. There are also helpful resources outside your organization who may be called on for assistance; the local fire department, safety council, police and the company's insurance carrier are a few.

### **FOLLOW THROUGH ON THE JOB**

As a member of the safety committee you may have special duties within your own department that are separate from your committee responsibility. Your, supervisor may have you take part in:

- Coaching workers on safe work practices and helping them correct unsafe behavior
- Conducting periodic work group safety meetings affecting your department
- Helping investigate accidents or safety suggestions from employees

As a member of the safety committee, you have a special responsibility to serve as an example to your fellow workers. You influence their attitude by following the safety rules and procedures, wearing protective equipment, and making suggestions for improved working conditions and job procedures.

Openly communicate with your department's management team on safety matters to develop an understanding of your role as a safety committee member.