What Successful Safety Committees Have In Common

They have a defined Mission Statement. A mission statement defines the purpose and the role of the committee. It also provides direction for the team.

Roles and Responsibilities of the members have been determined. Each department, including the office staff, should be represented. Will there be a chairperson or will each member have the opportunity to chair the meeting? The committee must decide on the length of service time, whether or not there will be alternate members, and other key components of the committee structure. Members must also be willing to give time and effort to the committee.

Long and short term Goals have been established by the members of the committee. These should be proactive, measurable and attainable. Identify leading indicators that are relevant to safety in your industry and include them in benchmarking. Management must not dominate meetings or activities; all members must be treated as equals and have the same say in committee matters.

Regular Meetings are scheduled and attended. Make sure that meeting minutes are kept and approved by the committee as soon as practical. Once approved, the minutes should be published so that the committee activities are communicated to the rest of the workforce. Transparency is the key to buy-in by other employees.

Safety committees are developed to help employers improve workplace safety through the recognition of workplace hazards, providing solutions to safety-related problems, review safety programs, and assist with compliance in the OSHA regulations. The success of your safety committee is determined by the Resources and Training invested in the team members. Asking an untrained person to investigate an accident or write a lockout procedure leads to frustration and disappointment for both parties.

An adequate Budget has been allotted for safety improvements. Insurance data proves that indirect costs of injuries can be up to 8 times the direct cost. Budgeting for safety not only makes good business sense, it is also an investment in your employees. Revisit your long and short term goals to determine your budget needs.