

**Sample Written Program**  
**For**  
***Safety Committee***



**Safety Committee**  
**(COMPANY NAME)**

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## I Mission Statement:

The mission of the *(insert name of company)* Health and Safety Committee is to develop and promote a healthy and safe environment for all employees and visitors to our facilities through the involvement of all individuals with regards to education, communication and safe work practices.

## II Activities:

The health and safety activities of the committee will include, but are not limited to, the following:

Identify unsafe work practices and conditions and suggest appropriate remedies.

Conduct health and safety inspections of both operations and facilities, identify safety hazards and recommend corrective measures.

Review accident/incident reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.

Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective actions.

Assist in the development and implementation of effective health and safety awareness programs.

Encourage feedback from all individuals with regard to health and safety related ideas, problems, and solutions.

Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety and loss control program.

Develop written programs to ensure compliance with OSHA health and safety regulations.

Serve as an advisory body to management on health and safety issues.

Providing suggestions and recommendations for resolution of health and safety concerns.

## III Members:

Committee members shall be appointed by the (insert tittle(s) or name(s) of person) and constitute a diverse group of employees from both represented and non-represented personnel. Members shall serve a staggered 2-year term.

#### **IV Officers:**

The officers of the committee will serve a staggered 2-year term (excluding the Safety Officer). The officers will consist of a Chairperson, a Co-Chairperson, the Safety Officer, and a Secretary. Officers will be elected by the committee membership in October of each year to begin their tenure the following January.

#### **V Responsibilities:**

##### **Management's Responsibilities:**

Enforce all safety and health rules and procedures.

Actively promote health and safety.

Allow the time for committee representative participation in meetings and assigned responsibilities.

Allocate the funds/resources necessary to implement safety and health committee activities.

Lead by example in following all health and safety rules.

Support committee decisions.

Provide timely feedback to the committee.

Perform the initial investigation of all injuries, incidents and near misses.

##### **Chairperson's Responsibilities:**

Actively promote health and safety.

Act as communication liaison between management and the committee.

Facilitate the health and safety committee meetings.

Coordinate the assignment of activities to committee members.

Establish necessary deadlines based on member input.

Follow-up on assigned responsibilities.

Schedule and develop an agenda for meetings based on member input.

Prepare an annual report of the committee's accomplishments.

Prepare a report of the committee's objectives for next calendar year.

Introduce new members.

Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

### **Co-Chairperson's Responsibilities:**

Actively promote health and safety.

Facilitate the meeting in the absence of the Chairperson.

Serve as a member of the various project teams or sub-committees.

Facilitate meeting agendas and monitor meeting times.

Assist with development of the agenda.

### **Safety Officer Responsibilities:**

Actively promote health and safety.

Serve in the capacity as a resource to the committee on health and safety issues.

Review all accident investigation reports.

Conduct health and safety inspections and prepare reports.

Assist with the development of the agenda.

### **Secretary's Responsibilities:**

Actively promote health and safety.

Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.

Distribute the agenda with minutes to committee member's one week prior to each scheduled meeting.

Take and record attendance.

Make arrangements for the meeting room.

Distribute any correspondence and/or directives developed by the committee.

Develop and maintain files of meetings and correspondence.

### **Committee Members Responsibilities:**

Actively promote health and safety.

Attend all health and safety meetings on time or arrange for an alternate to attend.

Communicate committee activities to his/her department.

Serve on appointed project teams or sub-committees.

Bring safety or health concerns to committee meetings and/or to the attention of the affected employee's supervisor.

Assist with the development of the agenda upon request.

Serve as an example by following all safety rules and work practices.

### **Employee Responsibilities:**

Actively promote health and safety.

Bring health and safety concerns to his/her supervisor or committee representative immediately.

Learn and follow all health and safety rules and procedures.

Attend all health and safety training courses relevant to his/her job classification.

### **VI Meetings:**

Meetings will initially be held monthly, preferably on the first Thursday of each month from 8:30 a.m. to 10:30 a.m. After six (6) months, regular meetings of the committee will be held at least every two months.

Special meetings of the committee may be called by Chairperson upon his/her initiative, or upon the request of at least five (5) members.

Special meetings will be counted as regular meetings when being applied towards quarterly meeting commitments.

Union/management bargaining issues will be referred to the appropriate bargaining unit.

The minutes of the meeting will be given to each committee member, division managers, appropriate union representatives and posted on bulletin boards throughout the facility (optional).

## **VII Quorum:**

A quorum for the conduct of business at each meeting shall be a simple majority of the committee members.

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Patriot Insurance accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.