



### Safety Committee

A department safety committee can add materially to an effective loss control program. The basic function of a safety committee is to create and maintain an active interest in loss control and reduce accidents. The organization and operation of a safety committee gives employees a greater opportunity to participate actively in loss control.

Each department location is to establish a safety committee.

Safety committee membership varies depending on needs. Safety committees consist of a management representative, supervisors and workers. There is to be a representative from each major department. Membership on the safety committee is for a definite period and membership rotated periodically. This gives more employees an opportunity to participate and helps maintain interest in the committee. Meetings are to be held monthly. If the department has a Safety Management System (SMS), the safety committee will review Hazardous Incident/Safety reports to help discuss, process, and develop mitigating procedures if necessary in accordance with current the SMS manual.

Some of the safety committee activities and responsibilities are:

1. Conduct regular inspections to detect hazardous conditions and unsafe work practices and recommend corrective action.
2. Act as a clearinghouse for all loss control ideas and activities.
3. Study accidents and trends to determine corrective action that can be taken to prevent recurrence.
4. Assist in the development of loss control standards and rules.
5. Conduct promotional campaigns to maintain employee interest in loss control.
6. Individually promote loss control in the area where they work.
7. Records should be kept of committee meetings so that activity can be followed up and management kept informed of progress.
8. Assist new employees in becoming familiar with company practices and rules relative to their safety and the safety of other employees.
9. Develop annual safety business plans that outline goals and objectives for the department.
10. Manage a safety recognition program.
11. Review new business risks using the company risk assessment process.