



Safety Committees

Safety committees bring employees of an organization together to improve, communicate, and promote workplace safety and provide a forum for improving, maintaining, and enhancing the safety culture. Safety committees can be a great tool for accident and injury prevention and empowering employees. Successful safety committees have support from leadership and focus on a specific purpose. Following are some ideas to help establish or refresh your organization's safety committee:

Get Management Support

- Garner support from organization management and leaders
- Encourage involvement from all levels, departments and/or operations
- Make safety a priority and establish the importance as part of day-to-day operations

Organizing a Safety Committee

- Develop a written mission statement that clearly defines the duties and responsibilities of the safety committee members and the overall intent and purpose of the committee
- Include employees from all levels, including management, in the safety committee
- Set long-term and short-term goals to ensure progress
- Consider rotating members to keep ideas fresh and add new perspectives

Safety Committee Roles and Responsibilities

- Propose and assist with the development and implementation of solutions to safety-related issues, corrective actions, and controls
- Consider periodic inspections and walk-throughs at various facilities and jobsites
- Update and rewrite policies and procedures as evaluations identify possible deficiencies
- Establish procedures for employees to offer input through providing suggestions, reporting hazards, noting observations, etc.

Safety Committee Meetings

- Prepare a detailed agenda of topics to be discussed
- Provide an open forum for representatives to discuss prevention, hazards, new issues/operations
- Review accident investigation forms, claims/loss reports to identify any potential trends
- Record meeting minutes and summarize all issues discussed
- Provide copies of meeting minutes to employees and management in newsletters, emails, etc.
- Set a schedule for safety committee meetings and adhere to it

Links utilized:

- [Safety Committees – stpsafetycomm.pdf \(texas.gov\)](#)
- [Effective Safety Committee Operations – 701 Effective OSH Committee Operations \(oshatrain.org\)](#)

Resources Available:

- [TMLIRP Media Library](#)
 - DVD Disc #228 Developing a Positive Safety Culture
 - DVD Disc #761 Safety Committees: The Real Story
- [TMLIRP Sample Safety Manual](#)