



Do as We Say and Nobody
Gets Hurt:
*Developing an Effective Safety
Committee*

Dan DeBoer
EHS Consultant

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Agenda

- Why have a safety committee?
- What do you want from the committee?
- Is there interest and commitment from management and employees?
- How will the committee be structured?
- What about meetings?
- How will committee activities and accomplishments be acknowledged and communicated?
- How will the committee be sustained?





Why have a safety committee?

- It is a state requirement
- There are nagging safety issues
- Safety-related communication issues
- Help build a better safety culture

There may be a variety of specific reasons for a site to develop a safety committee, but, boiled down, a safety committee can help reduce the risk of workplace injuries and illnesses, and also ensure compliance with federal and state health and safety regulations.

Why have a safety committee?

16 states require employers to have safety and health committees; 15 under varying circumstances. Nebraska requires all employers to have a safety committee

Alabama	Connecticut	Hawaii	Louisiana	Minnesota	Montana
Nebraska	Nevada	New Hampshire	New York	North Carolina	Oregon
	Tennessee	Vermont	Washington	West Virginia	

What do You Want From the Committee?



Probably not this! Or
this!



What do You Want From the Committee?

Find out what management and employees want from the Safety Committee:

- Talk to employees
- Hold meetings
- Conduct surveys

What do You Want From the Committee?

Examples from an actual meeting:

- Safety leaders on site.
- Role models
- Go-to people; resources for safety.
- High visibility in the plant, such as audits.
- Leading the safety systems, developing safety culture aspects.
- Integrate problem resolution with management.
- Communicate progress on issues.
- More proactive in getting issues resolved.
- More involved in review of safety projects.
- Involved in incident investigations



Is there interest and commitment from management and employees?

Why does management want a committee and why do employees want a committee?

Are they committed to a committee?

How committed?





How will the committee be structured?

- Choose members who are interested in safety
- Encourage input from all members
- Choose a chairperson and scribe
- Include representatives that reflect the makeup of the facility
- Management should just observe and be a resource for the committee. Get the committee the resources it needs.
- Decide how long members will serve
- Create a charter.

What About Meetings?



MEETINGS

NONE OF US IS AS DUMB AS ALL OF US.

What About Meetings?

How do you get members to come to meetings and contribute to the committee meetings and other activities?

- Feed them
- Pay them
- Train them
- Recognize them



What About Meetings?

There should be agenda. Stick with it and stay on track.

- Take attendance
- Call meeting to order
- Approve minutes of last meeting
- Old business (update status of action items)
- Review activities of the committee, such as inspections, training, incident review, etc
- New business (Input from members, employees)
- Adjourn

Stay within the time limit set for the meetings. Stick with set meeting frequency and number of members.

What About Meetings?



HOLD MEETINGS AT THE
SAME TIME AND THE
SAME DAYS



TAKE ACTION ON
COMMITTEE
RECOMMENDATIONS



ASSIGN ACTION ITEMS



KEEP GOOD RECORDS
(MINUTES) OF THE
MEETINGS



ACKNOWLEDGE
COMMITTEE
ACCOMPLISHMENTS



COMMUNICATE AND POST
COMMITTEE
ACTIONS/ACHIEVEMENTS

How will committee activities and accomplishments be acknowledged and communicated?

It is important that management ensures that activities and accomplishments of the committee are communicated. This can be done through posting on the site server, bulletin boards, emails, meetings, etc. These postings can also include results from inspections and audits done by committee members.



How will the committee be sustained?

Keep things fresh. Keep the committee involved in safety in new and different ways.

- Hold a “Safety Week”
- Have an awards banquet
- T-shirts, vests, etc.
- Make sure the facility employees know about the committee



Conclusions

- There should be a good reason to have a safety committee (It helps to have one)
- Management and employees should be committed (to the safety committee)
- Committee members should be interested in safety and dedicated to making a difference
- Management should stay at arm's length (Let the committee do the work)
- Management should get the committee the resources needed to be successful
- Keep things fresh.
- Make sure accomplishments of the committee are effectively communicated to the facility
- Keep feeding them!

A 3D rendering of a field of dark grey question marks. In the center, one question mark is highlighted in a bright yellow color. The word "Questions?" is written in white, sans-serif font across the yellow question mark.

Questions?