

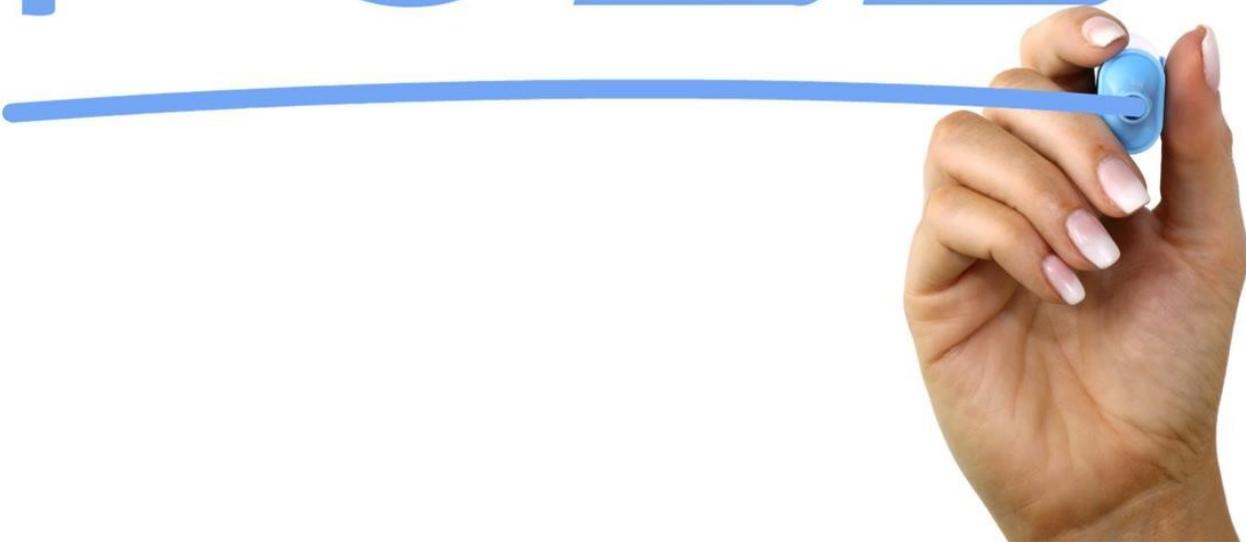


SAFETY & HEALTH COMMITTEE BASICS

SAFETY COMMITTEE WEBINAR SERIES

- Safety & Health Committee Basics
- Safety Culture Dynamics
- Lagging and Leading Indicators
- Third Generation Safety
- Peer Hazard Identification and Control
- Near Hits (Misses); Close Calls; Good Catch;
- The Power of Positive Reinforcement
- Safe & Healthy Kids *Advocates*

POLL



SAFETY COMMITTEE BASICS

- Top Management Support
- Essentials of a SC
- Organization of a SC
- Member Eligibility and Terms of Service
- Duties
- Responsibilities
- Functions
- Conducting Meetings
- Other Activities



Purpose of a Safety Committee

- Employee interest in health and safety issues
- All are responsible
- An integral part of the organization
- Free discussion of health and safety problems
- To inform and educate employees and supervisors
- To help reduce the risk of workplace injuries and illnesses
- To help ensure compliance

TOP MANAGEMENT INVOLVEMENT IN THE SAFETY COMMITTEE

- Show employees that your commitment to safety is a serious one.
- You should also review the meeting minutes and make yourself available to respond to questions and concerns from the Safety Committee.
- Most importantly, management must establish the authority of the Safety Committee and then support it.

ESSENTIALS OF AN EFFECTIVE SAFETY COMMITTEE

1. Top management officials should attend Safety Committee meetings (at least periodically). They must show interest in the safety program to both supervisory management and labor.
2. Develop a Mission Statement: A clear statement that supports the Safety Committee, states what management is looking for and what it is expecting to get from the Safety Committee. A Mission Statement gives the Safety Committee guidelines to meet the requirements of upper management.
3. Implement improved, cooperative inspections that include workers and management. Make inspections fun and gratifying by noting not just the negative but the positive conditions in the workplace. Issue rewards after inspections.
4. The Safety Committee Chairperson must show strong leadership and keep things moving.
5. The Safety Committee should address legitimate safety issues only. The Safety Committee should not become a format for negotiating union business or airing grievances.
6. Meeting agendas must be established and provided to members in advance. The agenda should establish a starting and ending time for the Safety Committee meeting.

SAFETY COMMITTEE ORGANIZATION

The Safety Committee should include:

- Chairperson
- Vice-Chairperson
- Secretary
- General Members
 - At least one representative from each department



Chairperson

The primary duties of the Chairperson are to:

- Develop Safety Committee meeting agendas.
- Coordinate and conduct orderly Safety Committee meetings.
- Establish necessary deadlines and sub-committee assignments
- Provide appropriate and timely follow-up on problems and recommendations developed by the Safety Committee.
- Serve as a communication liaison between management and the Safety Committee.
- Promote health and safety by personal example.

An Effective Chairperson

- Must have the confidence of other Safety Committee members, employees, and management.
- Be familiar with the general principles and concepts of health and safety management and applicable OSHA/VOSHA standards.
- Be visibly enthusiastic about his/her organization's Health and Safety Program.

Note: The chairperson may be appointed by management or (preferably) elected by majority vote of the Safety Committee members.

Vice-Chairperson

The primary duty of the Vice Chairperson is to assume leadership of the Safety Committee when the chairperson is unavailable on a short-term basis, or for some reason, resigns from the Committee. The Vice-Chairperson should also serve on one or more subcommittees or task forces and take an active role in other committee activities.

The benefits of establishing the Vice-Chairperson position include:

- The ability to conduct business and hold meetings as usual in the absence of the Chairperson.
- Continuity of Committee leadership and activities should the Chairperson leave the position for example by resignation or a scheduled rotation of leadership.
- Assistance with the coordination and direction of the Safety Committee and sub-committee activities.

Secretary

The primary duty of the Secretary are to:

- Maintain, record and disseminate minutes of each Safety Committee meeting.
- To actively promote health and safety by his/her personal example and communication with employees and supervisors.

Notes:

- 1. The Secretary should be appointed by the Chairperson or elected by members of the Safety Committee for a one-year term. Rotating this post periodically to give all members an opportunity to serve as Secretary is recommended.*
- 2. In smaller organizations, the Secretary duties and the Vice-Chairperson duties can be combined.*

General Members

- The third, and most important, element of a Safety Committee is the general membership.
- Each Safety Committee should be made up of individuals from various areas and levels of organization representing administration, operating departments, and staff personnel.
- Union participation on the Safety Committee should be in accordance with state/local labor agreements. Position descriptions for general members should be written to clarify individual roles and responsibilities.

	Crisis Planning Team Members	Public Safety Team Members	Safety Committee (1 Rep from each Department)
Administrative Assistant	yes		yes
Facilities/Custodian Rep.	yes	yes	yes
Guidance Counselor	yes		
Human Resources Rep.			yes
Instructional Assistant	yes		
Librarian	yes		yes
Local EMS Rep.		yes	
Local Fire Dept. Rep.		yes	
Local Police Dept. Rep.		yes	
Nurse	yes		yes
Principal	yes	yes	yes
Receptionist	yes		
School Psychologist	yes		
School Resource Officer (SRO)	yes	yes	yes
Special Education Rep.	yes		
State Police Rep.		yes	
Teacher (s)			yes

The Public Safety Team is a combination of the School Crisis Planning Team and the Public Safety Team. Due to staffing reductions, duties, and other immediate activities, representation to the above teams may need to change as needed. Some schools have Border Patrol, Fish and Game Officers, or other public safety agencies nearby for immediate response for assistance in crisis planning.

Safety Committee Member Eligibility

To help ensure that the Safety Committee remains an enthusiastic and generally experienced group of individuals (while at the same time encouraging organization-wide participation and representation), membership eligibility requirements and terms of service must clearly be defined.

Criteria should be developed that will formally define the membership selection process, qualification requirements, length of individual membership terms, and rotation of membership procedures. These criteria should cover all membership positions/functions, including the Chairperson, Vice- Chairperson, Secretary, and the general membership. It is important that the adopted criteria for membership selection be consistent with applicable state and local union contractual language.

Safety Committee Member Terms of Service

General membership on the Safety Committee should be established on a rotation basis. For example, with three-year terms, 1/3 of the general membership would change every year. With two-year terms, 1/2 the membership would change. However, careful consideration should be given to not reducing the number of experienced and knowledgeable members by having too large a percentage of the general members changing on too frequent a basis.

DUTIES OF A SAFETY COMMITTEE MEMBER

1. Regularly attend all meetings and actively participate in discussion and Safety Committee activities.
2. Report all unsafe conditions and unsafe acts as they become aware.
3. Report all injuries and near misses involving yourself, or other employees in your department.
4. Contribute ideas and suggestions for improvement of health and safety.
5. Encourage safety-related input from employees.
6. Follow all applicable safety procedures and rules.
7. Influence others to work safely.
8. Conduct safety inspections.
9. Wear required personal protective equipment.
10. Investigate incidents when requested.
11. Share information/suggestions with other employees.

GENERAL RESPONSIBILITIES OF A SAFETY COMMITTEE

1. Develop a written mission statement and charter.
2. Clearly define the duties and responsibilities of officers and general members.
3. Identify and prioritize goals and establish action plans to achieve each goal.
4. Select members (include representation from different levels and all areas of the organization).
5. Meet at least quarterly.
6. Record and disseminate the minutes of each meeting, documenting attendance, problems, issues, corrective actions proposed, and actions taken to address each issue.
7. Make meeting attendance mandatory with the penalty of removal for repeated absences (send a representative from your department in your place if you cannot attend).
8. Develop methods to increase and maintain safety awareness.
9. Organize special sub-committees to address specific issues and projects.

GENERAL RESPONSIBILITIES OF A SAFETY COMMITTEE (cont.)

10. Communicate the purpose, activities, and accomplishments of the committee to all employees.
11. Contribute ideas and suggestions for improvement of health and safety.
12. Encourage safety-related input from employees.
13. Follow all applicable safety procedures and rules.
14. Influence others to work safely.
15. Conduct safety inspections.
16. Wear required personal protective equipment.
17. Investigate incidents when requested.
18. Share information/suggestions with other employees.

Sample Mission Statement

The purpose of a Safety Committee is **to regularly bring workers and management together in a cooperative effort to communicate and to promote occupational safety and health in the workplace.**

It is an opportunity to assist management by making recommendations for improvements regarding safety issues.

In carrying out its mission, the Committee will perform the following functions:

1. Identify and prioritize goals and establish action plans to achieve each goal
2. Annually assess progress toward goals and the extent to which the committee's efforts have improved school safety
3. Include representation from across the organization
4. Hold regularly scheduled meetings
5. Develop methods to increase and maintain safety awareness
6. Publish meeting minutes

FUNCTIONS OF THE SAFETY COMMITTEE

1. Conduct periodic reviews of the school's written Health and Safety Program and Action Plan(s) in order to monitor progress and to make recommendations and revisions as necessary.
2. Periodically conduct safety inspections of individual departments to:
 - a. Identify hazards and unsafe acts for correction. Conduct Job Hazard Analyses (JHA's).
 - b. Assign corrective responsibility.
 - c. Evaluate program effectiveness.
 - d. Report to management on identified problems and on workplace health and safety improvements.
 - e. Identify safe acts and give recognition.
3. Review accident reports for trends and problem areas.
4. Review and recommend training and educational safety programs for all employees (Vector Solutions).
5. Involve other employees/departments in various projects and functions to reaffirm everyone's responsibility for health and safety.
6. Ensure the organization's compliance with all established health and safety guidelines, policies and with applicable OSHA/VOSHA standards and regulations.
7. Identify high-risk job tasks and develop written safe operating procedures.

Note: Health and Safety Committees should function only within the scope of the authority and responsibility granted by their respective Agency/Institution and labor agreement(s).

OTHER SAFETY COMMITTEE ACTIVITIES (cont.)

- Newsletters/promotional material.
- Health/wellness fairs and activities.
- Serve as a communication liaison between management and the Safety Committee.
- Promote health and safety by personal example.
- Discuss wellness initiatives at every meeting. Wellness does the same.
- Co-meet with Wellness Team at least once per year.

Note: Health and Safety Committees should function only within the scope of the authority and responsibility granted by their respective Agency/Institution and labor agreement(s).

CONDUCTING SAFETY COMMITTEE MEETINGS

Safety Committee meetings should be held regularly on a specific day and time and at least on a quarterly basis.

When a Safety Committee meeting schedule is planned well in advance, the members are then in a better position to arrange for their attendance and prepare for discussion.

CONDUCTING SAFETY COMMITTEE MEETINGS (cont.)

A typical Safety Committee meeting should include:

- Review of unfinished items from the previous Safety Committee meeting(s) and/or activities.
- Status reports from any sub-committees.
- Discussion/review of safety inspection reports and the actions taken to correct observed hazards.
- Review of accident/incidents sustained since the previous meeting and a discussion of measures to prevent similar accidents and incidents.
- Review of the status of current action plans or training programs.
- Review of outstanding recommendations developed by risk management consultants and/or OSHA/VOSHA safety compliance inspectors.
- Discuss activities related to future action plans and/or training programs.
- Discuss special activities such as health fairs.
- Discuss new business, future agenda items, projects, and meeting dates.

CONDUCTING SAFETY COMMITTEE MEETINGS – 1ST MEETING

The initial Safety Committee Meeting should cover the following items:

- Welcome members to the Safety Committee.
- Set a schedule for the Safety Committee to meet that is as convenient a possible for all members.
- Determine who will be the Safety Committee officers - Chairperson, Vice-Chairperson, and Secretary (you may wish to have temporary officers until the Safety Committee has met at least a couple of times).
- Discuss the duties of the Safety Committee and determine which duties should initially receive the highest priority. Some examples would include conducting facility self-inspections, developing required written safety programs, and conducting incident/accident review.

CONDUCTING SAFETY COMMITTEE MEETINGS – 1ST MEETING (Cont.)

The initial Safety Committee Meeting should cover the following items:

- Determine the need for sub-committees to take responsibility for some of the priority items. If sub-committees are formed, their work on projects can be advanced by meeting between the full Safety Committee meetings. They can then report on their progress at the next meeting of the larger group. This should also facilitate keeping the length of the full Safety Committee meetings to an hour or less.

SUMMARY

- The value of a Safety Committee can be lost
- The need for the Safety Committee must be recognized
- At their best, Safety Committees can become an effective tool to help:
 - prevent unsafe practices and conditions
 - reduce the risk of injury and illnesses
 - help motivate employees and supervisors to become actively involved



Upcoming Webinar

Wednesday, January 18, 2022

The Technology You Need in Your School Facility Management Programs

Presented by Ben Prevost, Risk Management Consultant, VSBIT Multi-Line

In this session you will learn about technologies that Facility Manager's need to improve maintenance, asset management, project management, retention of institutional knowledge, capital planning/budgeting, and compliance/risk management. In the past we feared that technology was taking jobs, but now with staff shortages we must leverage technology to improve how we manage our dated school infrastructure.

Register here: <https://attendee.gotowebinar.com/register/525741807857805402>

