

## ***How to Establish a Certified Safety Committee***

### **Basic Requirements**

- Four members (two management, two non-management)
- Monthly meetings with separate agendas and minutes
- Training

### **Step I - Establish the Foundation**

Key elements that contribute to the success of a safety committee have been identified by the National Safety Council:

- A common objective and function.
- A joint commitment to achieve accident prevention.
- Mutual trust and respect.
- Mutual support.
- Effective communications.
- Reasonable, attainable and measurable objectives.
- Effective problem-solving system.
- Effective conflict resolution system which is non-adversarial.
- Utilization of all member resources.

### **Step II - Recruit Safety Committee Members**

- Competent leaders
- Dedicated members
- Actively involved in the workplace safety program
- Free to express their views and be committed to safe work practices.

### **Step III - Form a Safety Committee**

- Ensures that safety is treated as an integral function of the company
  - Empowered membership
  - Frontline workers, middle managers and executives
  - Routinely identify and solve the company's safety problems.
- Management chosen based on knowledge, dedication to safety, and the ability to interact with others toward effective results on the safety committee
- Committee chooses a chair to provide meeting leadership and structure.

### **Step IV - Conduct Safety Committee Meetings**

- Regularly scheduled monthly meetings
- Standard agenda to help committee members prepare for the meetings
- Minutes, including a listing of specific responsibilities, the individuals assigned, and scheduled inspection dates
- Review of recommendations and a report on actions being taken
- Training for members to learn about successful safety methods.

### **Helpful Links**

Safety Committee instructions and technical documents:

<http://www.portal.state.pa.us/portal/server.pt?open=514&objID=552327&mode=2>

Online application system:

[http://www.portal.state.pa.us/portal/server.pt/community/hands\\_system/10390](http://www.portal.state.pa.us/portal/server.pt/community/hands_system/10390)

Pennsafe (safety committee technical assistance and training):

<http://www.portal.state.pa.us/portal/server.pt/community/pennsafe/10479>