



# The Importance of Establishing a Safety Committee

Safety committees bring employees 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 as well as empowering employees. Successful safety committees have support from leadership and focus on a specific purpose. Here are ways 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 and risk management 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 both 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

- Include employee safety, liability concerns, and property and equipment preservation as part of safety committee considerations.
- Propose and assist with the development and implementation of solutions to safety and risk management related issues, corrective actions, and controls.
- Consider periodic inspections and walk-throughs at various facilities and jobsites to address and correct hazards.
- 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 incident 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 \(texas.gov\)](https://www.texas.gov/STPSafetyComm.pdf)
- **Effective Safety Committee Operations** – [701 Effective OSH Committee Operations \(oshatrain.org\)](https://www.oshatrain.org/701-Effective-OSH-Committee-Operations)

## 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](#)