



LOSS CONTROL GUIDE

SAFETY COMMITTEE

PURPOSE/MISSION

1. Develop a mission statement. Ideally, this should be a function of the corporate mission statement.
2. Must be endorsed by employer (management) and employees.
3. Must have specific problem solving abilities and the resources necessary to meet these responsibilities.

FUNCTION

1. Establish procedures for workplace inspection and designate a schedule for completing inspections (minimum 1/quarter).
2. Establish procedures for investigating accidents and incidents.
3. Establish procedures on how corrective measures are implemented and followed up on.
4. Assist management in the development of safety programs/materials.
5. Receive safety suggestions from workplace and forward on to management.

DUTIES

1. Complete workplace investigations to identify hazards and recommend corrective measures. Follows up to ensure that recommended corrective measures are implemented.
2. Ensure that employee suggestions are evaluated and forwarded to management. Follow up with management as needed during implementation.
4. Investigate accidents or incidents to determine corrective measures needed to prevent future accidents/incidents.
5. Train new members in the established procedures for workplace inspections and accident/incident investigations.
6. Establish procedures for meeting frequency, agenda, and membership process.

MEETINGS

1. Hold on a regularly scheduled basis at least once every 60 days.
2. Develop a written agenda that will be covered in the safety meeting and post in advance of meetings.
3. Written records (minutes) of each meeting should be maintained and distributed or posted.
4. Review recent workplace inspections.
5. Review recent accident/incident investigations.
6. Review recent employee suggestions.
7. Develop recommendations.

MEMBERSHIP

1. All departments and locations should be represented.
2. Both employee and management representation.
3. No fewer than 2 members if less than 20 employees. No less than 4 if over 20 employees.
4. Rotate membership, but ensure that there is at least one experienced member on the committee at all times.