



Tips for Creating an Effective Safety Committee*

Compiled By: Elizabeth Giblin, ARM - Client Risk Services

Below are a few tips for creating an effective safety committee for your organization:

- **Meet regularly.** There is no rule stating how often a safety committee should meet. However, the larger the company, the more frequent the meetings should be. If your company is just starting to dive into holding safety committee meetings, I would recommend meeting every month for the first six months. You will be able to determine after that time period if a monthly meeting is necessary. Perhaps bi-monthly meetings might work better? You will have a better indication after the first six months.
- **Have a Chairperson and Co-Chairperson.** This will keep the meetings moving smoothly and on point.
- Make sure to **have an agenda** and stick to it. This too will keep the meeting moving smoothly and on point.
- **Design the make-up** of the safety committee so that every department is represented.
- **Ensure top management is represented.** It does no good for different department heads to express their safety concerns if upper management or a business owner is not there to hear it.
- **Document, Document, Document!** In the world of compliance and risk management, if it isn't documented...it didn't happen. Always have members sign and date the safety meeting log – recordkeeping is an important part of your safety and compliance program.
- **Make attendance mandatory.** At the end of one meeting, schedule the next so that all attendees have it on their calendar.
- **Rotate attendees.** This can be done annually to ensure all employees are represented equally.
- The Chairperson and Co-Chair should **encourage participation** amongst members. Safety committee members should feel empowered to speak-up if a hazard needs to be addressed without fear of retribution.
- **Discuss not only claim and incidents** that occurred, but near-misses as well. Near-misses are good indicators of occurrences that should be investigated to determine the root cause.
- **Follow-up on any hazard.** Ensure any workplace hazard that is mentioned, gets corrected in a timely manner.
- **Consider adopting a safety award** for employees who were “caught acting safely”. Members of the safety committee can nominate someone during each meeting. This does not have to be cost-prohibitive. It can be as simple as sending out a monthly newsletter and recognizing the employee in the newsletter.

The Loss Control Department at Associates of Glens Falls (AOGF) can assist with all the safety initiatives mentioned above and many more. Contact Liz at lgiblin@aogf.com if you would like help with your safety committee!

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