

SAFETY COMMITTEE TRAINING



CAN YOU LIST THE KEY ELEMENTS FOR THE SUCCESSFUL OPERATION OF A SAFETY COMMITTEE

1. Common Objective and function
2. Commitment to Achieve Accident Prevention
3. Mutual Trust and Respect
4. Mutual Support
5. Effective Communication

First, take time to create reasonable, attainable and measurable objectives. Establish a safe environment for discussions, problem solving and utilize All members resources. The committee should have a balance of “power”, equal representation of employee and management. Determine the purpose and develop a Mission Statement. That would be to maintain safety throughout your buildings to protect all students, faculty and guests from injury or harm. Identify and prioritize hazards, develop action plans and establish action items such as responsibility and accountability.

The next item is critical to the success of any safety committee, and that is management commitment and employee participation. Without those two key ingredients, it WILL fail. You need to elect a chairperson that is committed to improving and maintaining safety , capable of acquiring dedicated leaders and always available for support in reaching the goals and objectives set by the committee.

Provide Effective Communications: Develop an agenda for each meeting, record the minutes of each meeting and distribute these to each member prior to the next meeting date. Post results of prior meetings for all employees to feel part of the TEAM in achieving a mutual goal. Encourage everyone to participate by having a contest, quiz, scavenger hunt etc. you could even have a classroom competition for the best Safety Poster.

Focus on resolving problems, no complaint sessions. Foster enthusiasm; Avoid negativism. Keep content and process focused on results/goal. Establish procedures to resolve safety problems, recommend improvements, monitor progress and KEEP records.

MEETING TIPS

- Start on time
- DO NOT go over allotted time
- Use sign in sheet
- FOLLOW Agenda
- Record Minutes
- Problem Solve
- Decision making
- Brainstorming
- Retain records for 5 years

RESPONSIBILITIES

- Investigate accidents
- Identify hazards
- Document Hazard abatement
- Conduct Workplace Inspections
- Conduct follow up evaluations
- Provide training
- Post Safety Procedures
- Delegate subcommittees

IMPLEMENT SOLUTIONS

- Review hazard assessments
- Prioritize Hazards
- Recommend solutions
- Establish Action Plan
- Implement Solutions
- Establish proper job procedures
- Train all employees in safer and more efficient work methods.

TOPICS

- Bloodborne Pathogens
- Ergonomics
- Fire Safety
- Electrical Safety
- MSDS/Haz Com
- Right-to-Know
- Emergency Action Plan
- Accident reporting
- Personal Protective Equipment (PPE)