How to Have an Effective College EH&S Committee
Effectiveness Checklist

✓ Defined roles and purpose for safety committee.
✓ Basic meeting procedures.
✓ Safety team.
✓ Foundation based on seven key activities.
✓ Communication.
✓ Training.
✓ Goal setting.
Safety Committee Purpose

Three Major Functions

- Examine safety & health issues and recommend policies.
- Conduct periodic workplace inspections.
- Evaluate and promote interest in the safety program.
Safety Committee Role

- Do you have an advisory or action oriented safety committee?
- Does this role suit the membership and management?
Basic Meeting Procedures

• Establish a regular, published meeting time, date and if possible, place.
• Have a written agenda.
• Take meeting minutes and distribute to members and department heads.
• Start and end meetings on time.
• Encourage all members to express themselves in a polite, respectful manner.
How Does Safety Fit Together?

- Meet with the committee to explain how all the players fit together on the safety team.
  - Dept. of EH&S
  - Safety Committees
  - Upper Management
  - Supervisors
  - Faculty/Staff/Students
  - Regulatory Agencies
Key Foundation Activities

To make a safety committee effective, you have to build it on a foundation of seven key activities:

1. Accountability
2. Commitment
3. Employee Involvement
4. Hazard Identification
5. Accident Investigation
6. Record Keeping
7. Evaluation
Accountability

• All members of the committee should understand that the committee expects each of them to contribute.

• Everyone has to share responsibility for accomplishing goals.

• Committee is also responsible for:
  – Monitoring how management holds employees accountable for working safely.
  – Recommending to management how to strengthen accountability.
Commitment

• Committee must have management support to survive.
  – Encourage employees to get involved.
  – Act on committee recommendations.

• Representatives must show a commitment to committee.
  – Attend committee meetings regularly.
  – Complete assigned tasks in a timely manner.
  – Encourage others to get involved in identifying and correcting hazards.
Employee Involvement

- Get everyone involved in achieving a safe, healthy workplace by:
  - Telling personnel how they can assist the committee.
  - Encourage personnel to report hazards and unsafe work practices to an EH&S safety committee representative.
  - Act on personnel suggestions. Recognize their contributions.
  - Keep the committee visible. Promote activities and accomplishments.
  - Choose committee representatives who will promote safe work practices and will be committed to achieving the committee goals.
Hazard Identification

Prevent workplace hazards and unsafe work practices by:

– Training representatives to recognize hazards and understand the basic principles for controlling them.

– Focusing on identifying hazards and unsafe work practices that are most likely to cause serious injuries.

– Using accident report information to focus on what type of hazards are actually causing the most injuries.

– Conducting workplace inspections at least quarterly.

– Documenting hazards found during inspections and discussing how to control them at monthly meetings.

– Including department heads and instructors on inspection team.
Accident Investigation

- Establish procedures for investigating all safety-related accidents and illnesses.
  - Secure the accident scene to preserve the evidence.
  - Gather information.
  - Analyze the facts.
  - An accident investigation report will be written.
  - Take corrective action.
  - Follow up.
Recordkeeping

• Keep accurate, well-organized records.
  – Record committee achievements.
  – Use to see what improvements might be needed.

• Essential documents to keep on file:
  – Accurate minutes of each safety committee meeting.
  – Committee reports, evaluations, and recommendations.
  – Department head’s response to committee recommendations.
  – Personnel safety concerns, suggestions, and responses to each.
  – Hazard reports and inspections.
  – Training rosters and certificates.
Evaluation

• **Are we effective as a group?**
  – An effective safety committee knows where they’ve been and where they are going.

• **Review and set new goals.**
  – At least once a year schedule a half-day session to review progress on current goals and form new ones for the year to come.
  – Welcome new members on board.
  – Evaluate strengths and weaknesses.
  – Celebrate goals achieved!
Communication – Let It Flow

• **Post information**
  – Keep activities and goals visible.
  – Experiment with methods to effectively get the word out.

• **Perception is reality**
  – Make sure the message being received is the one you want to broadcast.
Obtainable Annual Goals

- Establish written annual goals.
  - Set a special meeting time aside to work on writing goals.
  - Brainstorm.
  - Move out items that are not obtainable.
  - Narrow down choices to five tangible goals.
  - Write them so they will have measurable results.
  - Publish list and keep it visible.
  - Don’t forget the losers.
Obtainable Annual Goals

- Assign duties to members as needed.
  - Work on goals simultaneously.
  - Break down large challenges into smaller steps.
- Regularly review progress.
  - Get updates at meetings.
  - Don’t let the one year mark sneak up.
- Celebrate when goals are met!
  - Boosts morale within the group.
  - Lets others on campus see the benefits of having an active safety committee.