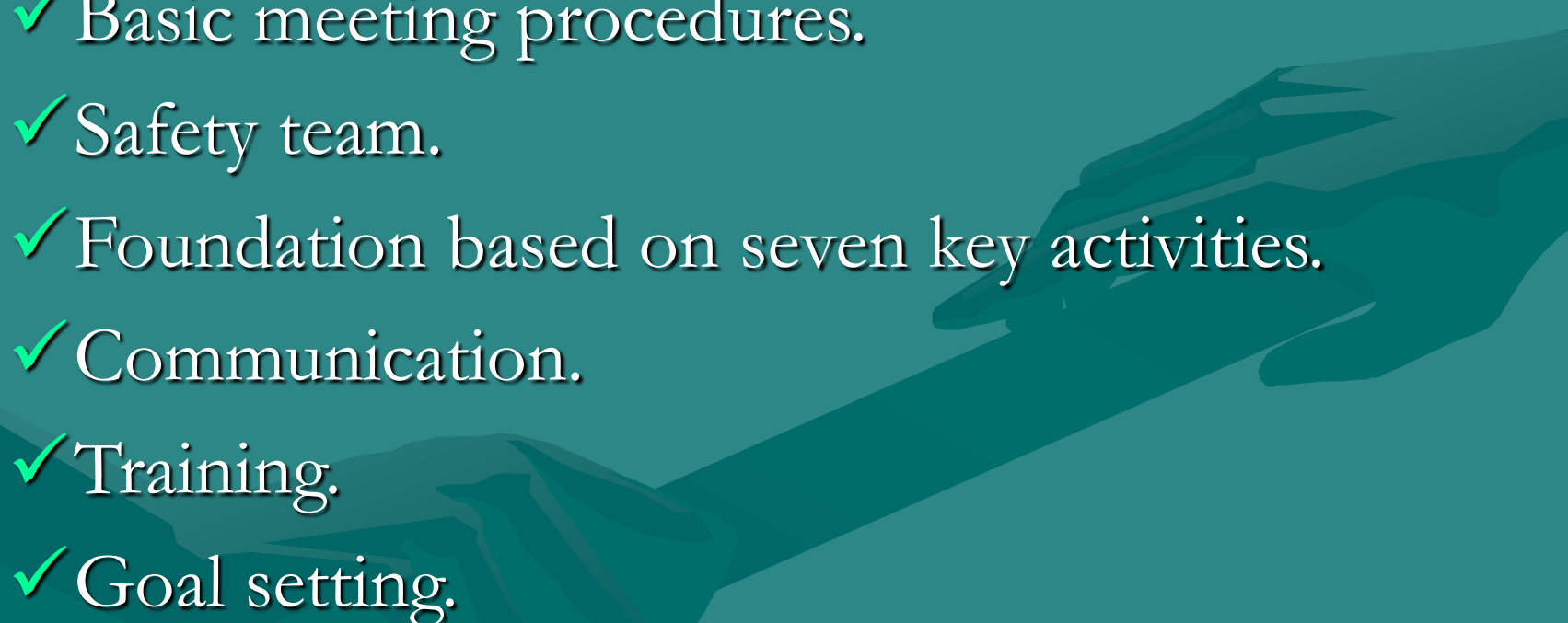


# How to Have an Effective College EH&S Committee



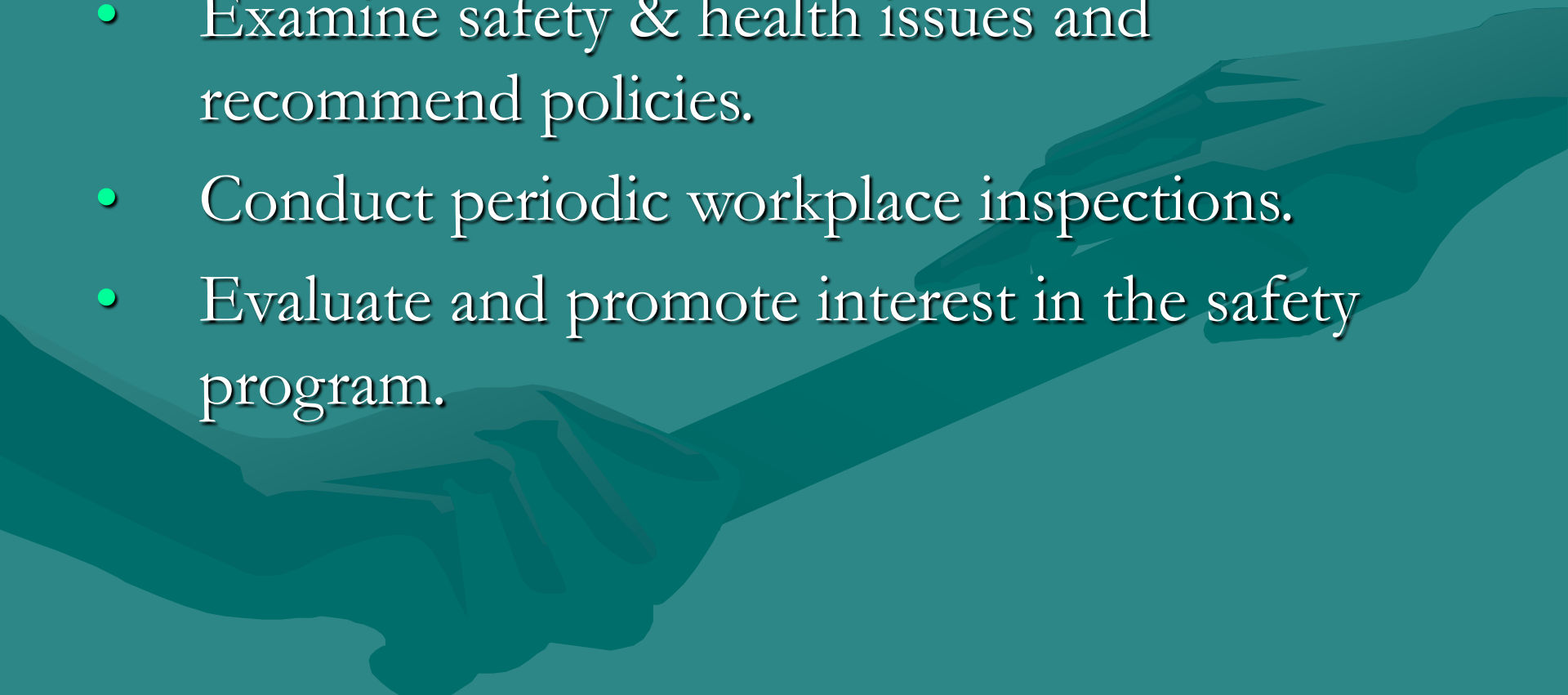
# Effectiveness Checklist

- ✓ Defined roles and purpose for safety committee.
  - ✓ Basic meeting procedures.
  - ✓ Safety team.
  - ✓ Foundation based on seven key activities.
  - ✓ Communication.
  - ✓ Training.
  - ✓ Goal setting.
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- A stylized illustration of two hands shaking, rendered in shades of teal and dark teal, positioned diagonally across the lower half of the slide.

# Safety Committee Purpose

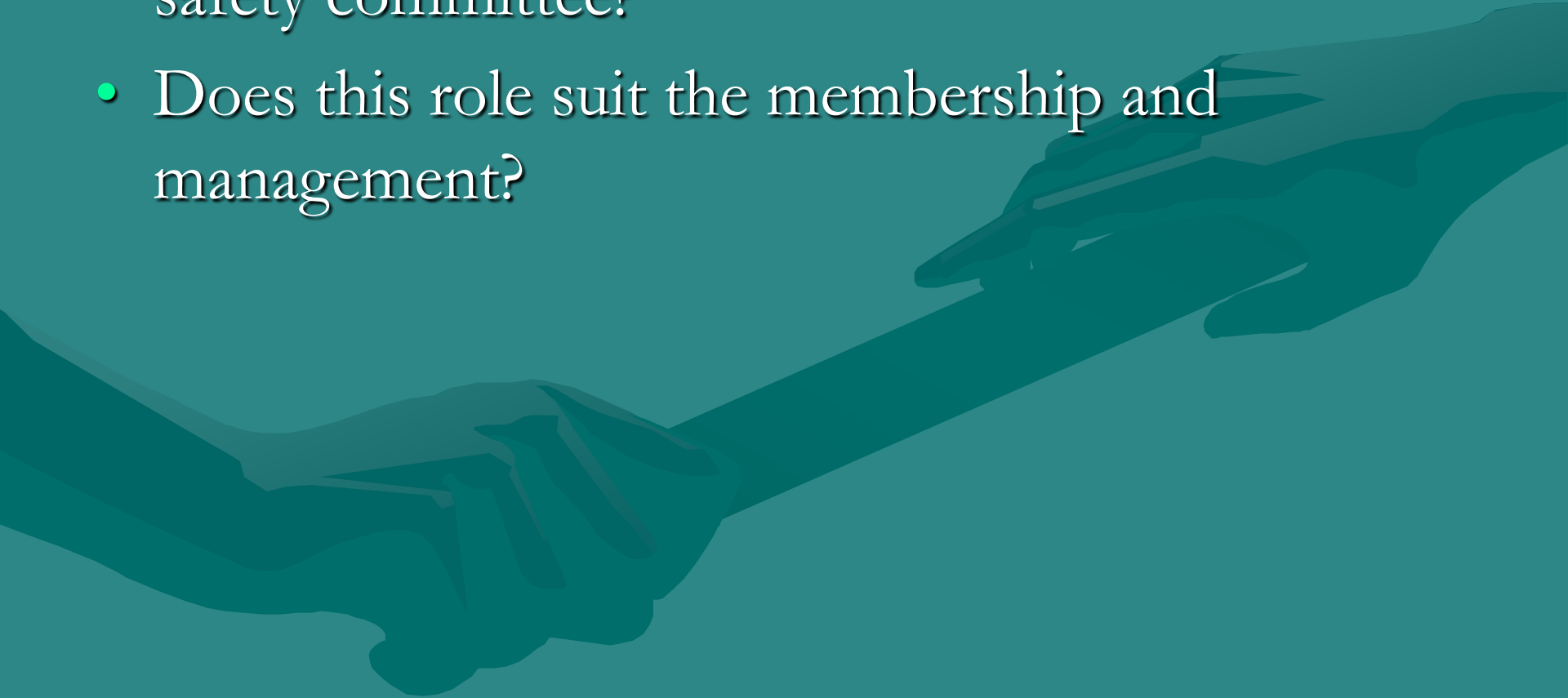
## Three Major Functions

- 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?

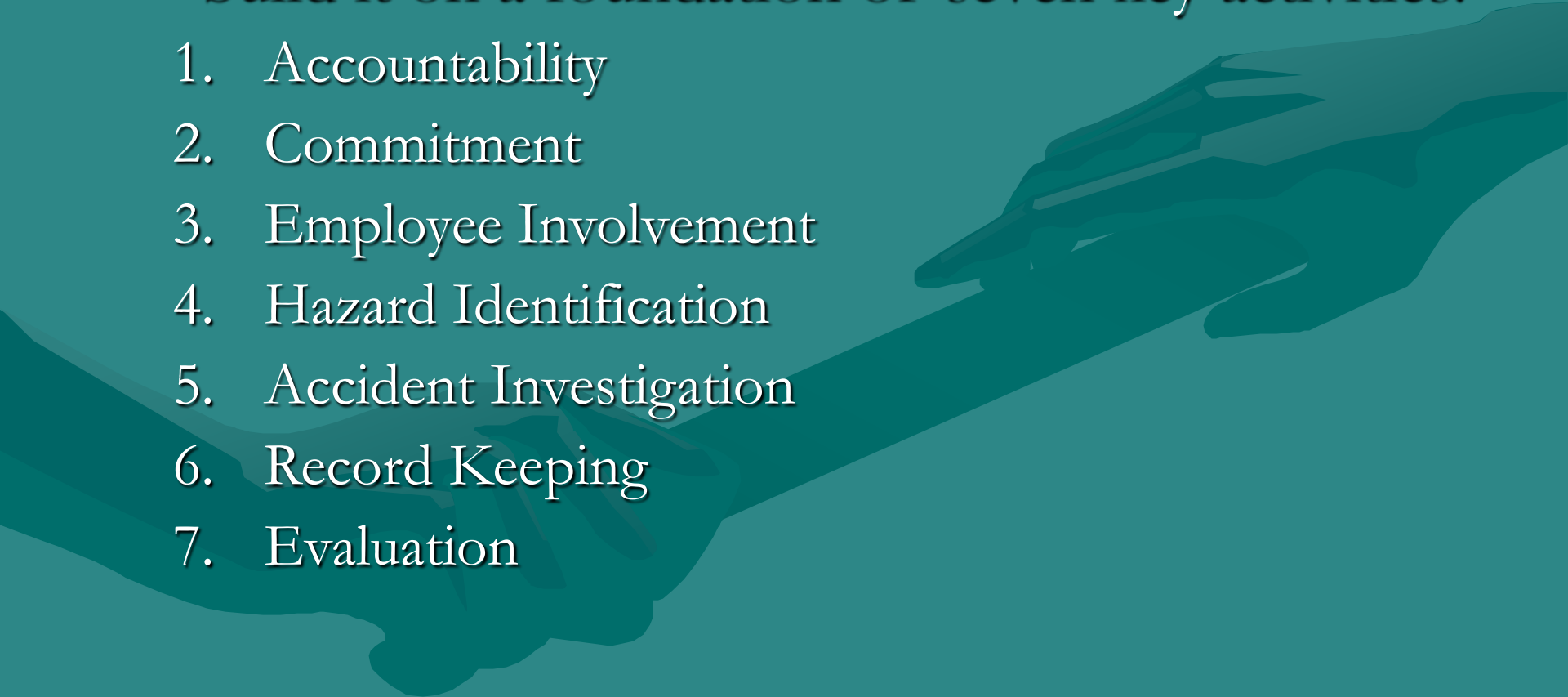
- Meet with the committee to explain how all the players fit together on the safety team.
  - Dept. of EH&S
  - Safety Committees
  - Upper Management
  - Supervisors
  - Faculty/Staff/Students
  - Regulatory Agencies



# 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

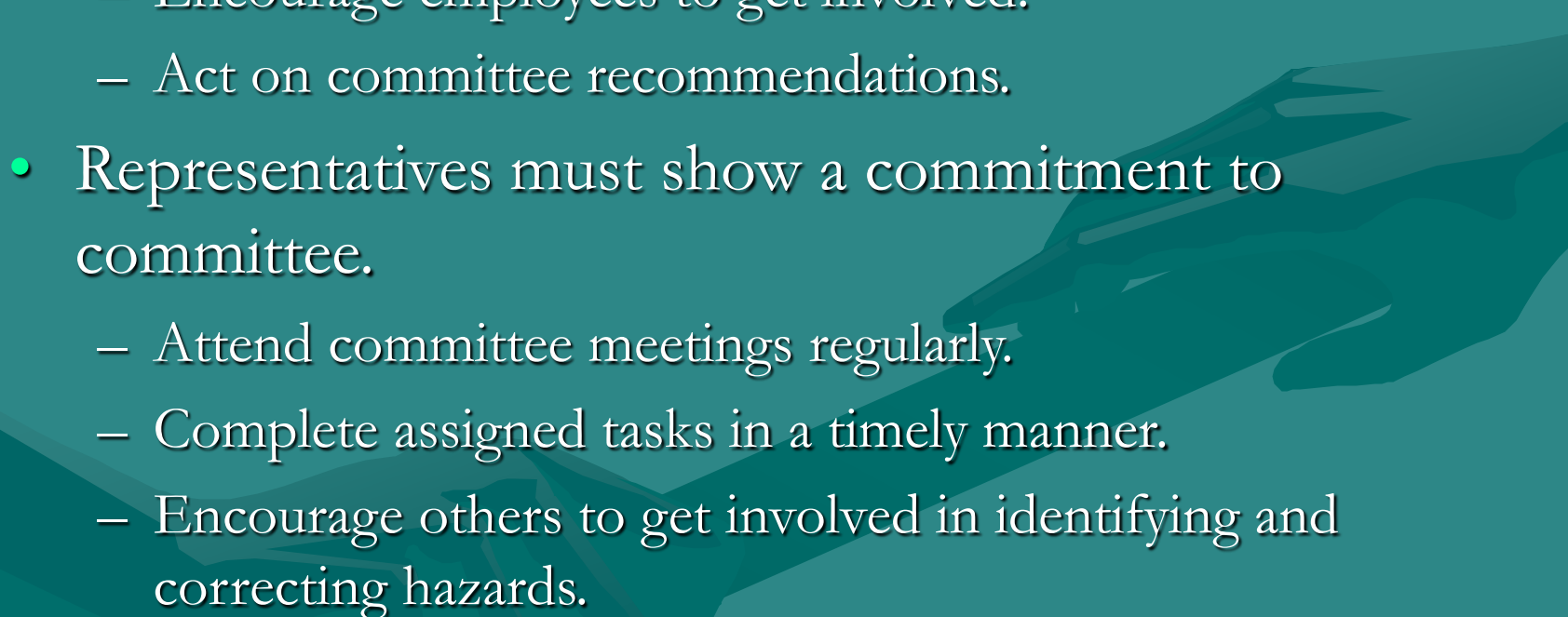


# Accountability

- 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.
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# Employee Involvement

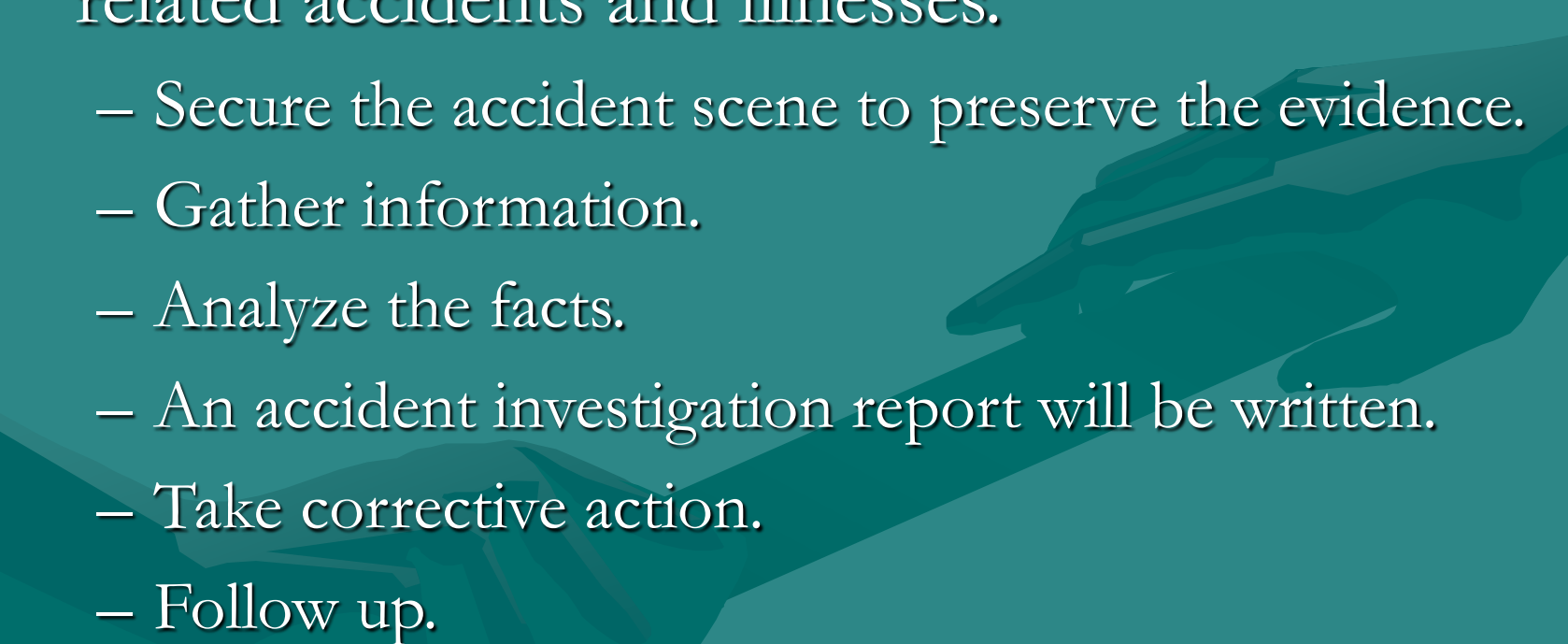
- Get everyone involved in achieving a safe, healthy workplace by:
  - Telling personnel how they can assist the committee.
  - Encourage personnel to report hazards and unsafe work practices to an EH&S safety committee representative.
  - Act on personnel suggestions. Recognize their contributions.
  - 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.
- 
- A stylized illustration of two hands shaking, rendered in shades of teal and blue, positioned in the lower right quadrant of the slide. The hands are depicted in a simple, graphic style, with the fingers interlaced in a firm grip. The background of the entire slide is a solid teal color.

# Recordkeeping

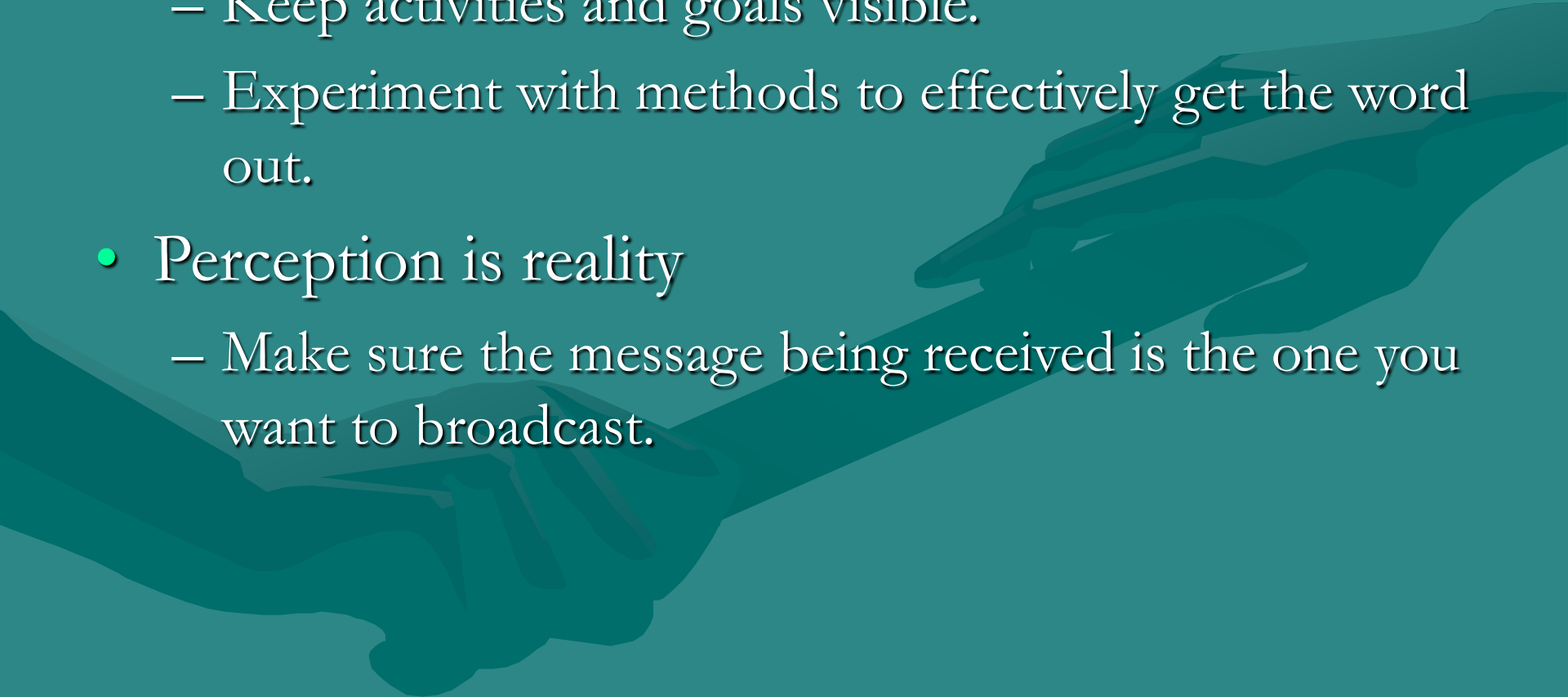
- Keep accurate, well-organized records.
  - Record committee achievements.
  - Use to see what improvements might be needed.
- Essential documents to keep on file:
  - Accurate minutes of each safety committee meeting.
  - Committee reports, evaluations, and recommendations.
  - Department head's response 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.
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