

How to Create an Effective Safety Committee

Many companies either put the safety responsibility into plant operations or human resources. Safety can encompass OSHA compliance, workers comp issues, sometimes environmental concerns and even plant or facility maintenance. The responsibilities can be burdensome so the purpose of a committee can diffuse the responsibilities to a group of committed individuals.

Safety committees allow employees to actively participate in the safety process. They gain a better understanding of the issues and take responsibility in their actions.

Here are some tips to create an effective safety committee:

- Identify purpose of the safety committee
- Outline structure and responsibilities
- Delineate specific tasks
- Decide how members will be selected
- Establish a budget
- Identify what resources will be needed
- Evaluate

A well functioning safety committee has a clear purpose and the meetings are timely and concise. There is good communication and participation from all of the members. The committee should keep minutes and continually assess the performance of their actions. Always recognize the efforts of committee members and let the committee know it is accepted and valued.

A safety committee is not effective if it was established merely to create more levels of bureaucracy. Other pitfalls include autonomy or not delegating tasks to all the members appropriately based on their time commitments, not evaluating their performance and discouraging initiative.

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