

**MISSION STATEMENT**

**(YOUR COMPANY)  
Safety Committee Charter**

The primary objective of the Safety Committee is to provide support to enhance the Company's Safety Program. In addition to this primary mission, the Safety Committee encourages Employees to participate in the safety process for the betterment of all concerned.

The personal safety and health of each Employee of (YOUR COMPANY) is of primary importance. The prevention of occupationally-induced injuries and illnesses is our principal purpose. To the greatest degree possible, this Committee will provide Employees a voice to management to ensure all mechanical and physical facilities required for personal safety and health are controlled and maintained in keeping with the highest standards. In carrying out its primary mission, the Committee is committed to five basic principles:

(YOUR COMPANY) in conjunction with the Safety Committee and all Employees

1. Help to formulate and disseminate policies, practices and procedures that promote health and safety.
2. Consult with the Safety Officer on any proposed or actual changes in health and safety policies, practices and procedures proposed by the Committee.
3. Assist management in the planning of action on occupational health and safety. This will include helping to set priorities to control hazards.
4. Act as a problem-solving group to help with the identification and control of hazards.
5. Help to resolve health and safety issues.

**Committee Members**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SAFETY COMMITTEE CHARTER**

**Occupational Health and Safety Program**

**Date of Last Revision:** \_\_\_\_\_

**Purpose:** The purpose of this document is to provide a framework for the operation of the (YOUR COMPANY) Safety Committee. This document will be maintained in accordance with the provision contained herein. The Safety Officer may be consulted for guidance concerning any facet of the program.

**Program Responsibility:** The Safety Committee as a competent body is solely responsible for all managerial facets of this charter and has full authority to make the necessary decisions to ensure success of the committee.

**Program Content**

The (YOUR COMPANY) Safety Committee Charter will include, but is not limited to the following:

- 1. Safety Committee Charter Review.**
- 2. Charter for the (YOUR COMPANY) Safety Committee.**
- 3. Safety Committee Composition.**
- 4. Principal Responsibilities.**
- 5. Meeting Ground Rules.**
- 6. Subcommittee Responsibilities.**
- 7. Affected Facilities.**

## FORWARD

Employees must be empowered to plan, organize, coordinate and, most importantly, participate in the safety process. By doing so improvement in safety at our company is both controllable and measurable. You cannot buy a program and expect it to work in every department, safety is an internal process that is controlled from the outside.

Every employee is an equal partner in the safety process. There is no boss-subordinate relationship, no rank when it comes to safety. You either have a safe attitude or you do not, and since your behavior is dictated by your attitude, safety must be a part of work not merely a requirement of work. Each employee has unique skills to bring to the Safety Committee's mutually shared goal of working in a safe manner.

Empowering employees to make more decisions has positive results. Employees come to work thinking of working safely and managers have more time to work other issues, confident that safety issues are being handled in a quality manner by the Safety Committee.

The punitive aspects of safety regulations are de-emphasized and replaced by a positive, lessons-learned approach.

A strong emphasis is placed on a trusting relationship between management and employees.

Committee membership should be on a rotating basis, involving as many people in the problem solving process as possible. The establishment of the team complete, the next item on the agenda is the development of a system that will clearly communicate, to the entire company, the mission, vision, goals and objectives of the committee when it comes to addressing workplace safety.

**1. Safety Committee Charter Review.** The Safety Committee will review and evaluate this document:

1.1 On an annual basis.

1.2 When changes occur to 29 CFR that prompt a revision.

1.3 When changes occur to any related regulatory document that prompts a revision of this document.

1.4 When (YOUR COMPANY) facility operational changes occur that require a revision of this document.

1.5 When an accident, near miss, or any mishap occurs that suggests that this procedure should be reviewed.

2. Charter for the (YOUR COMPANY) Safety Committee. This safety committee will encourage safety awareness among all employees. It will be established to monitor safety performance, safety inspections, and aid the Safety Officer in administering the company safety program. The Committee is charged to:

- Reduce injuries and save lives.
- Constantly be aware of conditions in all work areas that can produce injuries.
- Aid the company in complying with all laws pertaining to safety.
- Ensure that no employee is required to work at a job that is not safe or healthful.
- Place the safety and health of each Employee in a position of primary importance.
- Aid in the prevention of occupationally-induced injuries and illnesses.
- Aid management in providing all mechanical and physical facilities required for personal safety and health in keeping with the highest standards.
- Maintain a safety and health program conforming to the best management practices of organizations of this type.
- Establish a program that instills the proper attitudes toward injury and illness prevention not only on the part of Employees, but also between each Employee and his or her co-workers.
- Ultimately achieve a safety program maintained in the best interest of all concerned.

3. Safety Committee Composition.

3.1 Composition. The company safety committee will be comprised of ( ) Employees of (YOUR COMPANY). The make up of the committee will consist of the following:

Safety Committee

Title	Member
Chairman	_____
Vice Chairman	_____
Member	_____
Member	_____

- Member \_\_\_\_\_

**4. Principal Responsibilities.** The principal responsibilities of the company safety committee will be as follows:

- 4.1 Assemble on a monthly basis to conduct safety meetings.
- 4.2 Conduct and oversee departmental safety inspections.
- 4.3 Review accident/injury reports and discuss corrective actions.
- 4.4 Direct and monitor departmental training and safety meetings.
- 4.5 Discuss and report on unfinished business from previous meetings.
- 4.6 Discuss new business.
- 4.7 Discuss old business.
- 4.8 Maintain appropriate records of activities.
- 4.9 The Safety Officer will be present to make notations of the meeting and offer advice. He will track open safety items to conclusion. He will also act as chairman in the absence of the designated chairman or vice chairman.

**5. Meeting Ground Rules.** Company Safety Committee meetings will be conducted in such a manner as to foster a productive work environment. The principal goal being to determine solutions to safety issues affecting our employees. The following ground rules apply.

- 5.1 A minute taker will be selected to serve on a rotating basis from assigned committee members.

5.2 Distribution of Minutes. Minutes will be distributed within ( ) working days to the following:

5.2.1 \_\_\_\_\_

5.2.2 \_\_\_\_\_

5.2.3 \_\_\_\_\_

5.2.4 \_\_\_\_\_

5.2.5 \_\_\_\_\_

5.2.6 \_\_\_\_\_

5.3 Discussion time limits. In order to establish and maintain a productive course of action on individual safety issues, discussion time limits will be established and adhered to. Discussion time limits on each safety topic will be typically kept to a ( ) minute time limit per safety issue.

5.4 Subcommittee actions. Where an issue cannot be resolved in a reasonable amount of time, a subcommittee (composed of at least two people) will be selected and the issue turned over to the subcommittee for investigation and development of recommendations. Subcommittee actions will be classified as “old business” and integrated into the next Safety Committee Meeting as appropriate.

5.4.1 Subcommittee suspense’s. Subcommittees will be given a suspense date by the Safety Committee to determine courses of action. Typically suspense’s will be carried to the next scheduled Safety Committee meeting. Additional time may be awarded as required.

5.5 Tracking of old business. Old business will be tracked to resolution. Issues will be resolved as soon as possible. Where old business is carried beyond a reasonable amount of time (determined by the hazards involved and the complexity of the issue) the chairman will upgrade the priority of the issue and submit it to company management for resolution.

5.6 Prioritization of Safety Issues. Safety Issues will be prioritized according to the following rating system. Where it is unclear where a safety issue should be rated, the next higher classification will be assumed.

Priority 1 Hazard. The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.

Priority 2 Hazard. Unsafe condition or work practice that could cause serious injury, industrial illness, or disruptive property damage.

Priority 3 Hazard. Unsafe condition or work practice that might cause a recordable injury or industrial illness or nondisruptive property damage.

Priority 4 Hazard. Minor condition, a housekeeping item or unsafe work practice infraction with little likelihood of injury or illness other than perhaps a first-aid case.

**6. Subcommittee Responsibilities.** Subcommittees will be established based on the experience, expertise, responsibilities and capabilities of the members selected. Subcommittees are not intended to be a decision making body. Subcommittees are charged with determining possible courses of action for the resolution of safety issues not resolved during regular Safety Committee Meetings. Subcommittee findings will be presented to the Safety Committee for review and determination. Subcommittees will:

6.1 Provide recommendations for resolution by the next scheduled Safety Committee Meeting or by a previously determined date.

6.2 Not be afforded decision making power for any safety issue.

6.3 Present recommended courses of action to the Safety Committee based on employee safety as a first priority. Safety issue resolution will be determined based on the following decision tier:

6.3.1 Engineering controls will be considered as a first priority.

6.3.2 Administrative controls will considered as a second priority.

6.3.3 Personal Protective Equipment (PPE) will be considered as a third and last priority.

**7. Affected Facilities.**

7.1 This program covers the following (YOUR COMPANY) facilities:

- (YOUR COMPANY) Location A \_\_\_\_\_
- (YOUR COMPANY) Location B \_\_\_\_\_
- (YOUR COMPANY) Location C \_\_\_\_\_

7.1.1 Facility safety committee representatives. Company safety committee representatives will be designated at each location. The following positions will be designated as the safety committee representative at each facility:

**FACILITY SAFETY COMMITTEE REPRESENTATIVES**

<b>TITLE</b>	<b>NAME</b>	<b>LOCATION</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7.1.2 Individual facility requirements. The company safety representative at each location will ensure that the provisions of this instruction are implemented and maintained. The Company Safety Officer will be consulted as required.