

SAFETY COMMITTEES

INTRODUCTION

The municipality should establish a formal safety committee to assist management with the prevention of workplace accidents, injuries, and near-miss incidents.

THE MISSION

The mission of the safety committee is to:

- 1) foster a proactive safety culture;
- 2) reduce workplace injuries, accidents, and near-miss incidents;
- 3) engage employees at all levels in the pursuit of continuous safety improvement.

MEMBERSHIP

Committee members should be volunteers from various departments including both supervisory and line-level personnel from both represented and non-represented units.

DESIGNATED SAFETY COORDINATOR

In order maintain continuity and control, the municipality should appoint a designated Safety Coordinator as a permanent staff consultant to the safety committee. The Safety Coordinator will serve as a liaison between the committee and management, ensure follow-up on committee recommendations, and provide technical guidance on safety regulations and best practices.

CHAIRPERSON

In order for the safety committee to operate efficiently, it is important for the committee members to appoint a chairperson who will be responsible for developing and adhering to the meeting agenda and ensuring that meeting minutes are recorded and documented. Ideally, the chairperson will report directly to the Safety Coordinator.

POLICIES AND PROCEDURES

The municipality should develop and communicate in writing certain policies and procedures for the safety committee. These should cover:

- 1) the committee's scope of responsibility;
- 2) the extent of the committee's authority;
- 3) the committee's reporting responsibility;
- 4) procedural matters such as:
 - the time and place of meetings (committees should not be required to meet after working hours);
 - frequency of meetings;
 - order of business;
 - records the committee should keep; and
 - requirements for attendance.

MEETING SCHEDULE

Ideally, the safety committee should meet monthly. However, quarterly and bi-annual meetings may be more appropriate based on the municipality's experience with, and frequency of, work-related injuries and accidents. Attendance of each member should be mandatory. All recommendations and suggestions from these committees (recorded in the minutes) should receive careful and prompt consideration by the Safety Coordinator or designee.


BASIC FUNCTIONS

The safety committee should perform the following basic functions:

- 1) discuss and formulate safety policies and serve as an advisory body to the Safety Coordinator on safety and health issues;
- 2) conduct safety inspections, discover unsafe conditions and practices, and determine their remedies;
- 3) provide an opportunity for free discussion of accidents or injuries that may have occurred, and preventive measures identified;
- 4) maintain a cooperative spirit between management and employees;
- 5) establish a process for receiving and reviewing safety concerns or suggestions from all employees;
- 6) review accident investigations and make safety-related suggestions and recommendations while maintaining the confidentiality of the employee(s) involved;

- 7) obtain and analyze available data on past injuries and illnesses to identify trends and recommend corrective action;
- 8) provide support and serve as a resource in the development, implementation and maintenance of a comprehensive safety, loss prevention and loss control program;
- 9) all safety committee recommendations should be documented, assigned to responsible parties, and tracked for implementation. Progress should be reviewed at subsequent meetings.

**Contact MML Risk Management Services Staff
or your Loss Control Consultant for more information.**

	Important Phone Numbers
MML Risk Management Services	800.653.2483
Loss Control Services	800.482.2726

Note:
***This document is not intended to be legal advice.
It only identifies some of the issues surrounding this topic.
Public agencies are encouraged to review their procedures with an expert
or a competent attorney who is knowledgeable about the subject.***