



# Safety committee: Development, goals and meeting structure

KACo Safety and Loss Control

# Why do you need a safety committee:

To raise awareness of safety issues through a review of claim history and the resulting impacts on employee safety and premiums.

Its purpose is to bring workers and managements together on a regular basis in a cooperative effort to promote safety and health in the workplace.

# Who should be on the committee?

- employees from each department;
- department supervisors or the designee; and
- at least one elected official.

The employees should be selected from a pool of volunteers, not employees who have been mandated to participate.

Each person on the committee should believe in the purpose of the committee and committed to achieving its goals.

# Sample safety committee charter

## **Purpose**

It is the policy of this company to provide a safe workplace and protect the health of our employees. To help accomplish this, a joint worker/management safety committee will be established to bring workers and managements together on a regular basis in a cooperative effort to promote safety and health in the workplace.

## **Membership/Structure**

Managers, supervisors (union representatives, if applicable) and employees will be represented on the committee. The Safety Committee will not have more than X number of people on it at any one time. Members represented on the committee should come from each of the following areas of the company:

# Sample safety committee charter

**Management:** A representative with authority to act on all major expenditures or procedural matters. The management representative will be familiar with corporate objectives and be aware of insurances costs and the need to control losses.

**Safety Director:** should attend all safety meetings as an advisor, not the leader, of the committee.

**Supervisors:** shall take turns in acting as chair at each meeting. This is an elected position by the safety committee. The chairman should work with the safety director and other committee members to plan meeting agendas. One supervisor will be elected to take all meeting minutes, which should be given to all committee members and field supervisory personnel within a reasonable time following meetings and posted for all employees to view. Safety Committee supervisors should solicit employees to volunteer to participate in the safety committee.

**Employees:** Only employees working at least one year at the company may volunteer for the committee. Four to five employees shall be selected by the supervisors on the committee to participate, plus two alternates. Employees must attend all committee meetings unless a medical reason prohibits this. In this case, an alternate should take his or her place.

**Union Representative:** if applicable, with authority to negotiate and agree to safety programs and policies also should be assigned to the safety committee.

# Sample safety committee charter

## Meetings

The committee shall meet at least monthly for one to two hours. A written agenda should be given to all members by the committee chairman prior to meetings.

Minutes should be taken at all committee meetings, distributed to members and supervisors, posted for employees and retained for future use.

# Sample safety committee charter

## Committee responsibilities shall include the following:

- Plan, direct and control corporate loss control activities.
- Create, review, update and implement portions of the safety manual and other safety programs.
- Review all accidents and losses.
- Follow up on employee suggestions.
- Conduct OSHA and self inspections, and monitor safe behavior.
- Implement workers' compensation carrier loss prevention recommendations and safety programs.
- Conduct training sessions.
- Complete Job safety analyses on safety-sensitive and non-routine tasks.
- Address non-safety issues: production, process, quality, etc.

# Four critical functions

1. Analyze accident investigation reports and determine root cause analysis. The goal is not to assign blame but to determine exactly what happened and how to keep it from happening again.
2. Monitor accidents, incidents and near misses to identify trends.
3. Set annual safety goals and priorities. The committee should develop monthly, quarterly and annual safety goals. The goals should be specific, measurable and attainable. These should be monitored and reviewed periodically.
4. Audit safety training programs. The committee should make a list of federal and state mandated training programs along with training required by the organization. The committee should check to see that employees have received the required training.



# Accident investigations

## The Why Method

An employee was injured when her hand got caught in the belt assembly of a conveyer machine.

Question	Answer
<b>Why</b> did the employee's hand get caught?	The machine's safety guard was not installed.
<b>Why</b> was the machine's guard not installed?	The belt needs to be replaced frequently.
<b>Why</b> does the belt need to be replaced so frequently?	The load limit of the machine is being exceeded.
<b>Why</b> is the load limit being exceeded?	The products on the conveyor were redesigned to be larger.

# Accident investigations

1. What happened?
2. Why did it happen?
3. How do we prevent it from happening again?

Remember: The purpose of the investigation is not to place blame but to identify the root cause of an incident and keep it from happening again.

**Video goes here.**

# Claims information

## Who files your claims?

- Is one person responsible for filing all of your claims, or does each department handle its own?
- If claims are filed by more than one person, a dashboard report or other claims analysis will help the committee identify areas of concern.
- Use the nurse triage line for workers' compensation claims
- Experience Modification Analysis for workers' compensation claims

# Tools for a successful safety committee

- Claims information dashboard reports and experience modification analysis
- Loss exposure surveys and safety checklists
- Incident reports and information obtained by accident investigations
- Management support and participation

# Safety committees

Expense or investment?

# Safety committee formed in 2015

2014 - \$321,076

2015 - \$570,502

2016 - \$8,419

2017 - \$56,877

2018 - \$54,854

# Safety committee formed in 2014

2012 - \$318,576

2013 - \$274,307

2014 - \$633

2015 - \$7,940

2016 - \$3,848

2017 - \$1,549

2018 - \$4,072

Not only is it obtainable, it's also sustainable.



# Contact us

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