

Safety Committee Charter

The name of the committee is the _____ Safety Committee.

Purpose

The purpose of the committee is to bring all _____ employees together to achieve and maintain a safe, healthful workplace.

Goal

The goal of the committee is to eliminate workplace injuries and illnesses by involving employees and managers in identifying hazards and suggesting how to prevent them.

Objectives

The committee has four objectives:

- 1) Involve employees in achieving a safe, healthful workplace.
- 2) Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- 3) Conduct bi-monthly workplace inspections, identify hazards, and recommend methods for eliminating or controlling the hazards.
- 4) Annually evaluate the workplace safety-and-health process and recommend to management how to improve the process.

Representatives

The committee will have _____ representatives. _____ of the representatives will represent employees from each department and _____ will represent management. Employee representatives can volunteer or their peers can elect them. Management representatives will be selected by management. Each representative will serve a continuous term of at least one year. Terms will be staggered so that at least four experienced representatives always serves on the committee.

Chair and vice-chair

The committee will have two officers: chair and vice-chair.

One officer will represent employees and one officer will represent management.

Terms of service

Chair and vice-chair will each serve a one-year term.

Duties of the chair (employee representative)

The duties of the chair:

- Schedule regular committee meetings.
- Develop written agendas for conducting meeting.
- Conduct the committee meeting.
- Approve committee correspondence and reports.
- Supervise the preparation of meeting minutes.

Duties of the vice-chair (management representative)

The duties of the vice-chair:

- In the absence of the chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent's term expires. If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety-committee meeting; the elected officer will serve for the remainder of the term.

Training

New representatives will receive training in safety-committee functions, hazard identification, and accident-investigation procedures.

Meetings

The committee will meet the _____ (#) _____ (day of week) of each month, except when the committee conducts bi-monthly workplace safety inspections.

Attendance and alternates

Each representative will attend regularly scheduled committee meetings and participate in bi-monthly workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting.

Agenda

The agenda will prescribe the order in which the committee conducts its business. The agenda will also include the following when applicable:

- A review of new safety and health concerns
- A status report of employee safety and health concerns under review
- A review of all workplace near misses, accidents, illness, or deaths occurring since the last committee meeting.

Minutes

Minutes will be recorded at each committee meeting and distributed to all employees. The committee will submit a copy of the minutes to the personnel office; the office will retain the copy for three years. All reports, evaluations, and recommendations of the committee will be included in the minutes. The minutes will also identify representatives who attended monthly meeting, and representatives who were absent.

Voting quorum

Six voting representatives constitutes a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. Issues not resolved by majority vote will be forwarded to management for resolution.

Employee involvement

The committee will encourage employees to identify workplace-health-and-safety hazards. Concerns raised by employees will be presented to the committee in writing; the committee will review new concerns at the next regularly-scheduled monthly meeting.

Safety Log

The committee will maintain a log of all employee concerns, including the date received, recommendations to management, and the date the concern was resolved.

Response

The committee will respond to employee concerns in writing and work with management to resolve them. The committee will present written recommendations for resolving concerns to management. Within 60 days of receipt of the written recommendations, management will respond in writing to the committee indicating acceptance, rejection, or modification of the recommendations.

Incident and accident investigation

The committee will review new safety- or health-related incidents at its next regularly-scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses, and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

Workplace inspections

The committee will conduct bi-monthly workplace inspections of all company facilities in January, March, May, July, September, and November.

Written report

The committee will prepare a written report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards. Within 60 days of receipt of the written report, management will respond in writing to the committee, indicating acceptance, rejection, or proposed modification of the recommendations.

Evaluation

The committee will evaluate the company's workplace-safety-and-health program annually and provide a written evaluation of the program to management. The committee will also evaluate its own activities each December and use the evaluation to develop an action plan for the next calendar year.