



**Increase
the
Effectiveness
of Your
Safety Committee**

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An equal opportunity educator and employer with a comprehensive plan for diversity.

UNL – Facts

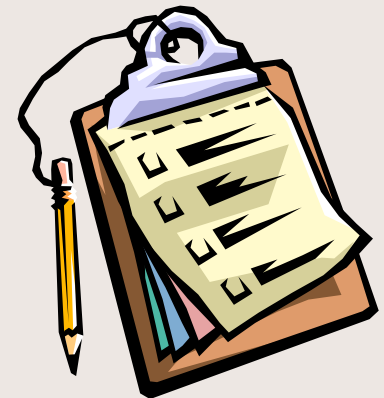
- Land-grant university chartered 1869.
- 235 Buildings.
- 5500 Employees (1071 Faculty).
- 22,988 Students.
- 42,579 Acres Total.
 - City Campus 302 Acres.
 - East Campus 338 Acres.

UNL Safety Committees

- Chancellors University Safety Committee (CUSC).
- Unit Safety Committees.
 - Thirty-two active committees representing Lincoln campuses and research centers throughout the state.

Effectiveness Checklist

- ✓ Defined roles and purpose for safety committee.
- ✓ Basic meeting procedures.
- ✓ Safety team.
- ✓ Foundation based on seven key activities.
- ✓ Communication.
- ✓ Training.
- ✓ Goal setting.



Safety Committee Purpose

Three Major Functions.

- Examine safety & health issues and recommends policies.
- Conduct periodic workplace inspections.
- Evaluate and promote interest in the safety program.



Safety Committee Role

- Do you have an advisory or action oriented safety committee?
- Does this role suit the membership and management?

Basic Meeting Procedures

Don't assume that the committee knows basic meeting rules.

- Establish a regular, published meeting time, date and if possible, place.
- Have a written agenda.
- Take meeting minutes and distribute to members and managers.
- Start and end meetings on time.
- Encourage all members to express themselves in a polite, respectful manner.

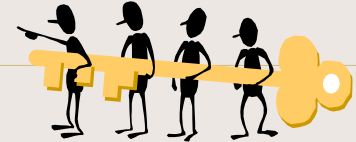
How Does Safety Fit together?

Meet with the committee to explain how all the players fit together on the safety team.

- Regulatory Agencies.
- Insurance Companies.
- EHS.
- Safety Committee.
- Upper Management.
- Supervisors.
- Employees.

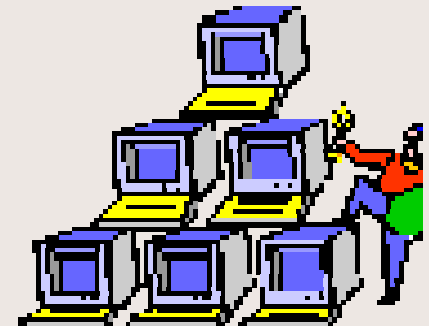


Key Foundation Activities



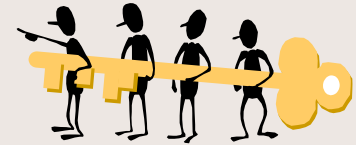
To make a safety committee effective, you have to build it on a foundation of **seven** key activities:

- Accountability.
- Commitment.
- Employee Involvement.
- Hazard Identification.
- Accident Investigation.
- Record Keeping.
- Evaluation.



Key Foundation Activities

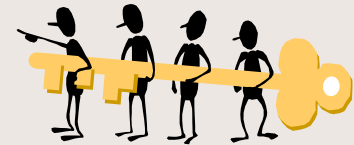
Accountability



- **All members of the committee should understand that the committee expects each of them to contribute.**
- **Everyone has to share responsibility for accomplishing the goals.**
- **Committee is also responsible for:**
 - monitoring how management holds employees accountable for working safely.
 - recommending to management how to strengthen accountability.

Key Foundation Activities

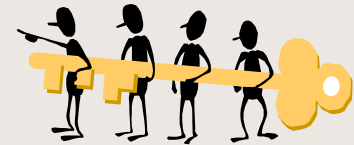
Commitment



- **Committee must have management support to survive.**
 - Encourage employees to get involved.
 - Act on committee recommendations.
- **Representatives must show a commitment to committee.**
 - Attend committee meetings regularly.
 - Complete assigned tasks in a timely manner.
 - Encourage others to get involved in identifying and correcting hazards.

Key Foundation Activities

Employee Involvement

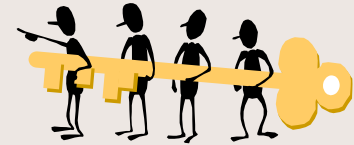


Get everyone involved in achieving a safe, healthy workplace by:

- Telling employees **how** they can assist the committee.
- Encourage employees to report hazards and unsafe work practices to a safety committee representative.
- Act on employee suggestions. Recognize their contributions.
- Keep the committee visible. Promote activities and accomplishments.
- Choose committee representatives who will promote safe work practices and will be committed to achieving the committee goals.

Key Foundation Activities

Hazard Identification

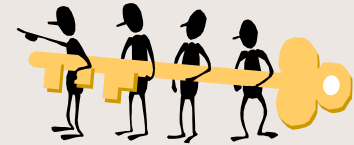


Prevent workplace hazards and unsafe work practices by:

- Training representatives to recognize hazards and understand the basic principles for controlling them.
- Focusing on identifying hazards and unsafe work practices that are most likely to cause serious injuries.
- Using accident report information to focus on what type of hazards are actually causing the most injuries.

Key Foundation Activities

Hazard Identification *(cont.)*

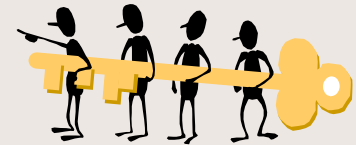


Prevent workplace hazards and unsafe work practices by:

- Conducting workplace inspections at least quarterly.
- Documenting hazards found during inspections and discussing how to control them at monthly safety committee meetings.
- Having committee review inspections done by EHS or other outside sources.
- Including management and employee representatives on inspection team.

Key Foundation Activities

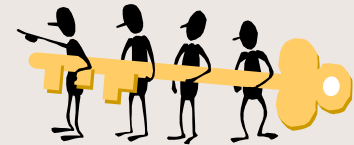
Accident Investigation



- **The committee doesn't have to conduct the investigations or participate in them.**
 - They should make sure management is doing so thoroughly and promptly.
 - Provide trending and cost analysis data when possible.
- **Use the talent of representatives to help identify root causes and suggest ways to control them.**

Key Foundation Activities

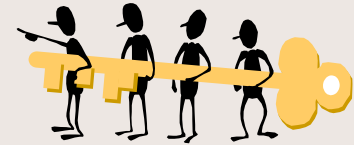
Recordkeeping



- **Keep accurate, well-organized records.**
 - Record committee achievements.
 - Use to see what improvements might be needed.
- **Essential documents to keep on file:**
 - Accurate minutes of each safety committee meeting.
 - Committee reports, evaluations, and recommendations.
 - Management response to committee recommendations.
 - Employee safety concerns, suggestions, and responses to each.
 - Hazard reports and inspections.

Key Foundation Activities

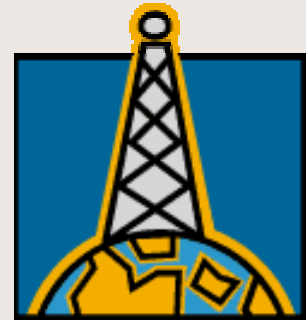
Evaluation



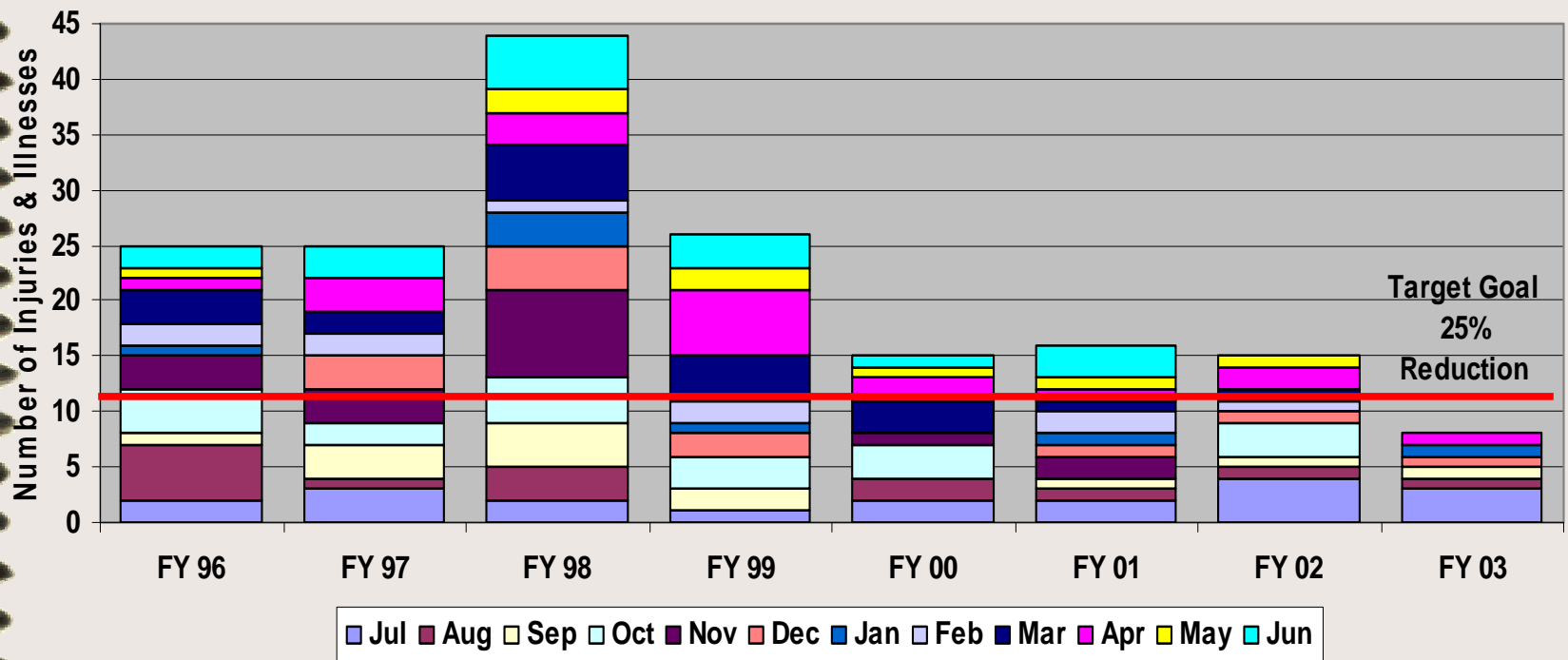
- **Are we effective as a group?**
 - An effective safety committee knows where they've been and where they are going.
- **Review and set new goals.**
 - At least once a year schedule a half-day session to review progress on current goals and form new ones for the year to come.
 - Welcome new members on board.
 - Evaluate strengths and weaknesses.
 - Celebrate goals achieved!

Communication

- **Let it flow.**
 - Up.
 - Down.
 - Sideways.
- **Advertise.**
 - Keep activities and goals visible.
 - Experiment with methods to effectively get the word out.
- **Perception is reality.**
 - Make sure the message being received is the one you want to broadcast.



Personal Injury & Illness Incidents



Training for Committee Members

- **Safety committees that lack training usually lack the focus and knowledge to get much done.**
- **Frustration grows, interest wanes, and the committee slowly falls apart.**
- **Need basic training in three areas:**
 - Safety Committee Operations.
 - Hazard Identification and Control.
 - Accident Investigation Procedures.

Training for Committee Members

To really increase awareness, train members in applicable technical areas:

Safety and Health Subjects.

Hazard Communication.

Emergency Response.

Lockout/Tagout.

Ergonomics.

Machine Guarding.

Lab Safety.

Compressed Gas.

Hazardous Waste.

BioSafety.

Ventilation.

Hearing Conservation.

Asbestos Abatement.

IAQ.



Obtainable Annual Goals

Establish written annual goals.

- Set a special meeting time aside to work on writing goals.
- Brainstorm.
- Move out items that are not obtainable or are truly safety-oriented.
- Narrow down choices to five tangible goals.
- Write them so they will have measurable results.
- Publish list and keep it visible.
- Don't forget the losers.



Obtainable Annual Goals

- **Assign duties to members as needed.**
 - Work on goals simultaneously.
 - Break down large challenges into smaller steps.
 - Mix EHS support staff with members to gain expertise.
- **Regularly review progress.**
 - Get updates at meetings.
 - Don't let the one year mark sneak up.
- **Celebrate when goals are met!**
 - Boosts morale within the group.
 - Lets others on campus see the benefits of having an active safety committee.

Case Study



Landscape Services

A Division of University Services

- Department established in 1869.
- Offices and Shops located in two areas.
- Maintains approximately 640 acres.
 - City Campus 302 Acres.
 - East Campus 338 Acres.
- 130 Buildings.
- Averages 53 paid employees.
 - 11 Managers, 34 FTE's
 - 8 Part-time Employees.
 - 45 Unpaid Student Workers.



Landscape Services Safety Committee

A Unit Safety Committee.

- Seven members.
- Members elected for two-year term.
- Produces quarterly newsletter.
- Sponsors regular training sessions.
- Membership mixed balance of supervisors and staff.
- Meets monthly.
- Conducts inspections.



Setting of the Problem

- Perceived increase in workplace accidents and near-miss incidents.
- Looking for ways to improve bottom line during budget crunch.
- Interest waning.
- Frustrated safety committee chair.

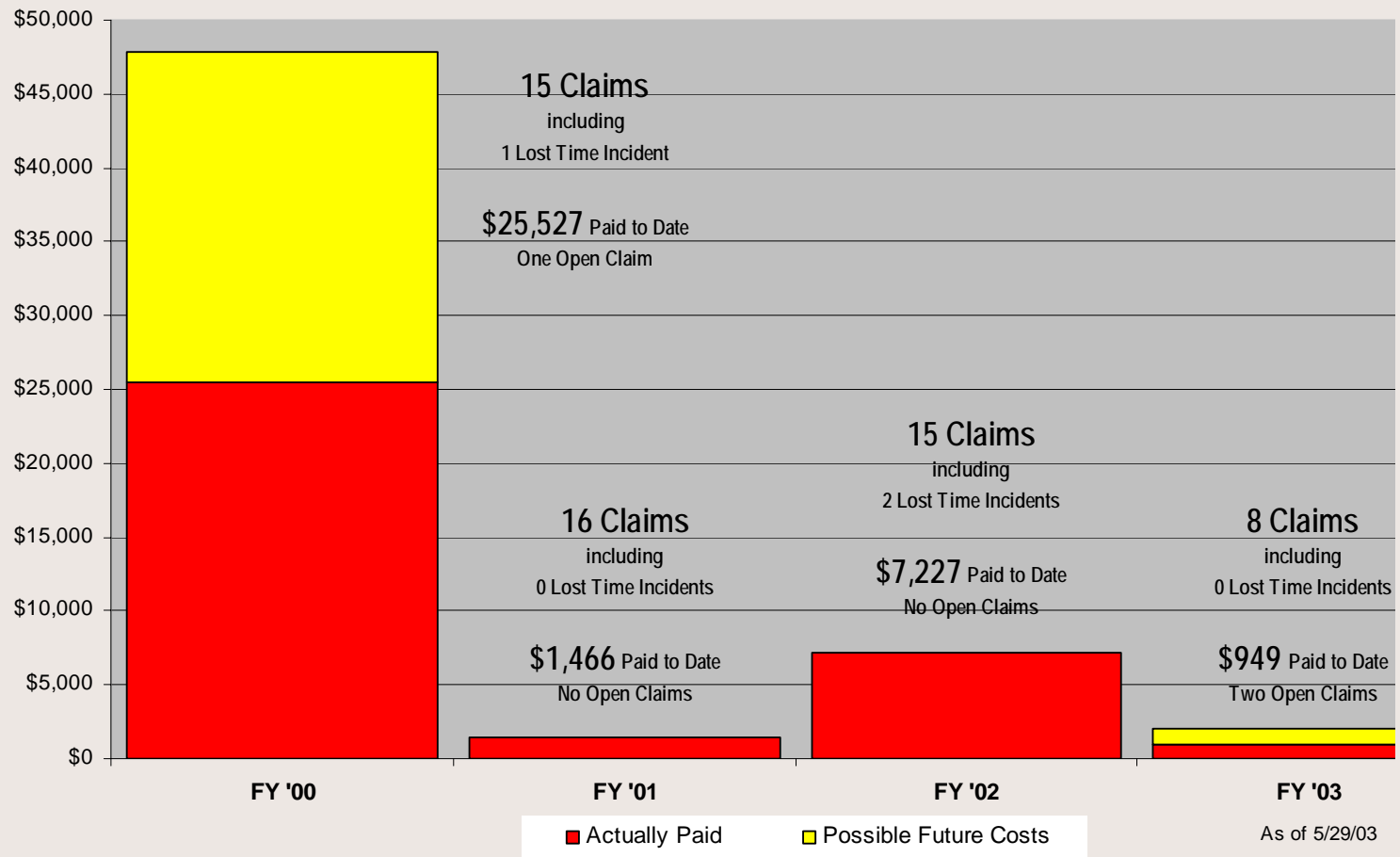


Action Taken

What they did:

- ❖ Redefined the roles within the committee to make it more action-oriented.
- ❖ Targeted annual tangible goals to increase interest and give the members a real sense of accomplishment.
- ❖ Increased safety training to all staff.
- ❖ Department is on target to achieve their 25% accident reduction goal for FY'03.

Landscape Services Measuring Success



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