



Safety Committees: How to Fine-Tune Your Program for Long-term Success

Presented by:
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WHERE TO BEGIN?????

- Basic Question.....
- What is a Safety Committee???
- What do the Agencies Say?

FEDERAL OSHA

Part Number: 1960
Part Title: Basic Program Elements for Federal Employees OSHA
Subpart: F
Subpart Title: Occupational Safety and Health Committees
Standard Number: 1960.36
Title: General provisions.

1960.36(a)

The occupational safety and health committees described in this subpart are organized and maintained basically to monitor and assist an agency's safety and health program. These committees assist agencies to maintain an open channel of communication between employees and management concerning safety and health matters in agency workplaces. The committees provide a method by which employees can utilize their knowledge of workplace operations to assist agency management to improve policies, conditions, and practices.

MONTANA ASSOCIATION OF COUNTIES

- The purpose of a Safety Committee is to regularly bring workers and management together in a cooperative effort to communicate and to promote occupational safety and health in the workplace. It's an opportunity to assist the employer and make recommendations for improvements regarding safety issues. It's a joint effort to detect and correct workplace hazards, reduce injuries and illnesses, prevent fatalities and increase safety awareness. The committee is visible and approachable for safety and health concerns, suggestions, and problem solving.

WASHINGTON STATE

WAC 296-800-130 Safety committees/safety meetings--Summary.

This rule requires you to have a method of communicating and evaluating safety and health issues brought up by you or your employees in your workplace. Larger employers **must** establish a safety committee. Smaller employers have the choice of either establishing a safety committee or holding safety meetings with a management representative present.

There is a difference between a safety committee and a safety meeting.

- A safety committee is an organizational structure where members represent a group. This gives everyone a voice but keeps the meeting size to an effective number of participants.
- A safety meeting includes all employees and a management person is there to ensure that issues are addressed. Typically, the safety committee is an effective safety management tool for a larger employer and safety meetings are more effective for a smaller employer.

GOOD DEFINITION!

•Why-

- Communicating
- Evaluating
- You and EMPLOYEES

WHAT IS THE KEY ELEMENT?

Communication!!!!

SO WHAT SHOULD MY SAFETY
~~COMMITTEE LOOK LIKE?~~

- Equal amount of Management and Hourly or more Hourly members.
- Meets regularly.
- Be representative of the facility/organization.
- Maintenance of documentation.

SO HOW DO WE COMMUNICATE BETTER?

- Committee Logistics:
 - Be a safe zone
 - Have a plan (an agenda)
 - Follow up (corrective actions)
 - Have a process (come up with a program)

A SAFE ZONE

- The safety committee should be a place where items can be talked without retaliation.
- This does not mean certain items will not prompt immediate actions!
 - IDLH
 - Security items
 - Criminal activities
- These items will be brought to Leadership's attention and taken from the committee.

HAVING AN AGENDA

- Why have an agenda?
 - Documents what is said
 - Assures clarity
 - Helps keep committee on track
 - Can track corrective actions
 - Can be use to communicate to others what the committee does

SUGGESTED AGENDA ITEMS:

- Review and approval of previous meeting minutes.
- Review of recommendations.
- Review of recent facility inspection/audits/regulatory visits.
- Review of injuries and incident trends, along with recommendations for improvements.
- Roll out/update of new procedures.
- Review of old business.
- Review of suggestions received from employees along with recommended action(s).
- New business.
- Other miscellaneous safety items.
- Next meeting?

CORRECTIVE ACTIONS

- Finding problems are good.
- Fixing problems are meaningful!
- How do you track corrective action?

HAVE A PROGRAM

- Do you actually have a safety committee program?
 - Policy
 - Membership
 - Rotating members
 - Logistics

SPEAKING OF MEMBERS...

- Are you rotating members?
- Why???
 - New eyes/new ideas
 - Trained employees
 - Increase safety awareness
 - Employee exposure for safety manager

SO.....WHAT ELSE?

- While communication may be the main focus of a safety committee, what other worthwhile activities can they help with?

PLENTY!

THE EQUATION

- Considerations:
 - Leadership commitment
 - A program
 - Expectation/Feedback
 - Training/skills

SO AGAIN.....WHAT ELSE?

- Whatever safety tools you use!
- Suggestions include:
 - JSA Development
 - Training
 - Inspections
 - Accident investigation
 - See and fix
 - SDS review -NOT
 - Lockout procedure- YES
 - Incentive help- Be careful

JSA DEVELOPMENT

- JSA are aids to safe work.
- Also wonderful training documents.
- **MUST BE DONE AT FLOOR LEVEL!**

TRAINING

- This can take various forms:
 - Aid in need assessment
 - Highlight skill needs
 - Can help in development and content
 - Be providers
 - Develop and conduct evaluation methods
- Remember they must be made competent!

INSPECTIONS

- This can take any form:
 - OSHA
 - Housekeeping
 - Specific Topics- focused inspections

SEE AND FIX

- These is an outcrop of committees doing inspections.
- Can they fix items as they are inspecting?
- This can include:
 - Having member carry labels to place on unlabeled containers
 - Having members carry electrical box punch holes
 - Can members take tools or corded items out of service
 - Can member write Work Orders
- This may be extended to members at all times, not just during inspections!

ACCIDENT INVESTIGATION

- Who investigates your accidents?
- Will require a process!

SDS REVIEW -NOT

- Mundane items like Annual SDS review is not recommended.
- Why?
 - Accomplished singularly
 - Repetitive
 - Done away from shop floor
- Having committee members review new chemicals coming into their area would be a good use.
- Also having members review SDS books or such on shop floor as part of inspection is a good use.

LOCKOUT PROCEDURE- YES

- Much better use of member resources.
- Why?
 - Members gain familiarly with equipment and program
 - Interact with fellow employees
 - May have insight into machinery that other do not have

INCENTIVE HELP- BE CAREFUL

- Incentive system should be activity based!
- The members should be part of providing awards, not in position of determining who gets awards.
- Remember logistics!

BEHAVIOR BASED SAFETY (BBS)- BE CAREFUL

- Again be cautious with this application.
- BB systems are complicated and will require more participation than a safety committee.
- Having the committee identify certain behaviors to add to inspection is appropriate.

REMEMBER.....

- You have to make the committee competent in what you want them to do!
- This needs to be built into the resources required to have the committee.

QUESTIONS????



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William “Bob” Coffey’s work has been instrumental in creating substantial reductions in recordable accidents and breaking records for consecutive days without lost time accidents. His training has reached thousands and his programs been implemented across the world. He has worked in industries including pharmaceutical, specialty chemical, heavy manufacturing and paper manufacturing. He is a graduate of the State University of New York at Stony Brook, and holds degrees in both chemistry and psychology and he holds both the Certified Safety Professional (CSP) and Certified Professional Environmental Auditor (CPEA) designations, as well as being authorized to teach OSHA 10 and 30-hour Voluntary Compliance courses. He is also a Department of Homeland Security Instructor.