Employee Safety Committee Agenda
Month/Year April 2015

Company Name: __________________________________________

Location: _______________________________________________

Employee Safety Committee Agenda for _______ ______, 20_______

  Month    Day    Year

Company Safety Policy:

Ageia Health Services believes safety is a cardinal responsibility and is committed to providing a safe workplace for all employees and has developed this manual to integrate safety and health practices into every job task to prevent occupational injuries and illnesses. This will be accomplished through the cooperative efforts of managers, supervisors and employees to identify and eliminate hazards that may develop during our work process.

1. Call to Order

2. Roll Call (new hires and injured workers attend 3 meetings)

3. Review Minutes of Previous Meeting (see attached)

4. Committee Report:
   a. Incident Investigation Committee
      i. Review of incidents for current month
      ii. Identification of corrective measures
      iii. Implementation of corrective measures

5. Old Business
   a. Inspections & Corrections
      i. Last month’s policy review results
         1. Safety Committee and Elections (policy review)
   b. Other Items

6. New Business
   a. Effective Safety Committees
   b. Monthly PPE Audit
   c. Committee Members and non-members concerns
   d. 

7. Next meeting date & time

8. Adjournment
WHAT? Safety Committee Meeting

WHO? Safety Committee Members
New Employees
Injured Employees
Other Interested Employees

WHEN? _____/_____/_____

at ___________AM PM

WHERE? ____________________________

WHY? To discuss workplace health and safety topics. Some items we may cover:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This notice to be posted one week prior to the date of the meeting.
Employee Safety Committee Minutes

Date: __________________________________________

Location: __________________________________________

Start Time: ____________ A.M. / P.M. (please circle)

Roll Call (members and non-members present-indicate new hires and injured workers)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Review Minutes of Previous Meeting (see attached)

Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Monthly Safety Training Topic (briefly describe actual training covered)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Incident Review Report: Evaluate the investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Follow-Up on Old Business: Inspections & Corrections

New Business: _____ Quarterly Inspection or _____ Policy Review
Comment on inspection results or list the policy reviewed and note any comments, revisions, recommendations, addendums, etc.

New Business: Safety and health issues discussed, hazards reported, committee reports.

Action Plan: Recommendations for correcting hazards and reasonable deadlines for management to respond.

Name of the person(s) who will follow up on the recommendations:

Date of next safety committee meeting: ______________________

Notes taken by: _________________________________________

Signature: _____________________________________________

End Time: _______ A.M. / P.M. (please circle)
Inspect the following areas each month to identify if the proper PPE is available

Date: __________

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<th>Gloves</th>
<th>Goggles</th>
<th>Aprons</th>
<th>CPR Mask</th>
<th>Spill Kits</th>
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<td>Medication Carts</td>
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CORRECTIVE ACTIONS:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Completed forms are to be provided to the Safety Committee for evaluation each month.
Communicate
Take good notes for the minutes
Assign action items and completion dates
Review past assignments
Have prepared agendas
Meet on a regularly scheduled basis

Effective Safety Committees

Employee Safety Committees
Goals

• Improve the safety committees
  - Decrease in incidents
  - Decrease in unsafe
    conditions
  - Increase in safe behaviors
  - Increase in safety as measured by
    suggestions

• Increase the organization's image as a valuable resource
It's the Law!

OSHA

Job Safety

Why Have a Committee?

Company policy.

Regulations, insurance carriers, and state laws are required by OSHA, state, and local laws.

Accidents occur.

Of the workforce where the line management is the front line.

Get critical input from the front line.

employee safety

Develop team approach to

Why Have A Committee?
Purpose of a safety committee is to bring workers and management together in a non-adversarial & cooperative effort to support workplace safety.

Safety committee focus is EMPLOYEE safety.
Discuss and review accident causes (including near misses) and needed corrective actions.

- Them posted so employees can read provided to each member and meeting. Minutes must be taken for each.

- Minutes must be taken for each.

- Safety committee should meet a minimum of monthly and work from a written agenda.
safe behaviors are practiced and enabled

- Perform safety observations to assure

- Accident investigation and injury reviews

- Safety & Health Planning - Auditing

- Quarterly inspections of the workplace

- Perform Hazard Assessments, including

- Address employee safety suggestions
Safety Committee conducts quarterly inspections of the facility

Identify unsafe conditions and critical behaviors and make recommendations for controls

Hazard Recognition
Follow up to assure controls are in place and practiced

How to prevent recurrence

Fact, find, fault, find

Identity causes and contributory causes

Safety committee should investigate workplace accidents
Don'ts

- Unrelated to Employee Safety
- Get sidetracked into issues
- Be a gripe session
- Function without an agenda
  
  "Just another meeting"

Safety Committee Meeting Don'ts
Why Committees Fail

- Committee works in a vacuum
- No measurable goals
- Meetings lack structure
- Attendance is spotty
- Lack of leadership
- No real sense of purpose
- No spirit of commitment
Help your committee succeed

- Management commitment is crucial
- Start on time, end on time or early
- Never cancel or postpone meetings
- Provide refreshments during meetings
- Post their names in the break room
- Recognize Safety Committee Members, Introduce them at staff meetings and
  - Loss prevention strategy
- Make your safety committee a proactive and engaging component in your