Employee Safety Committee Agenda
Month/Year November 20___

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. Monthly Hazardous Chemicals Audit
   d. Committee Members and non-members concerns
   e. 

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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<tr>
<th></th>
<th>Gloves</th>
<th>Goggles</th>
<th>Aprons</th>
<th>CPR Mask</th>
<th>Spill Kits</th>
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<td>Nurses Stations</td>
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<td>Medication Carts</td>
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<td>Soiled Utility Room</td>
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<td>Laundry Room</td>
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<td>Dietary</td>
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<td>Maintenance Shop</td>
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CORRECTIVE ACTIONS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Completed forms are to be provided to the Safety Committee for evaluation each month.
### Hazardous Chemicals Audit

**COMMUNITY:**

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<th>CHEMICAL NAME</th>
<th>MANUFACTURER</th>
<th>LOCATION USED AT</th>
<th>PPE NEEDED</th>
<th>SDS PRESENT</th>
<th>DATE FIRST USED</th>
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**DATE:**

Note: Outdated hazardous chemical lists are to be archived in permanent safety records.
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

Within the organization image as a valuable resource
company policy.

- Regulations Insurance carriers and
- Required by OSHA, state
- Accidents occur
- of the workforce, where the
- 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.
need corrective actions (including near misses) and discuss and review accident causes

them posted so employees can read provided to each member and meeting. Minutes must be taken for each from a written agenda minimum of monthly and work.

Safety Committee should meet a
Committee Activities

- Perform safety observations to assure safe behaviors are practiced and enabled
- Accident investigation and injury reviews
- Program effectiveness
  Safety & Health Planning - Auditing
- Quarterly inspections of the workplace
- Perform hazard assessments, including
- Address employee safety suggestions
Hazard Recognition

- Recommend controls for controls
- Identify unsafe conditions and critical behaviors and make quarterly inspections of the facility
- Safety Committee conducts
Accident Investigation

- Follow up to assure controls are in place and practiced
- How to prevent recurrence
- Fact find not fault find
- Identify causes and contributory causes
- Safety committee should investigate workplace accidents
Safety Committee Meeting Don'ts

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

Don't
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
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
  introduce them at staff meetings and
- Make your safety committee a proactive and engaging component in your
  organization.

Help your committee succeed.