



Safety Committee Best Practices

NJUA 2021

Elements of a Safety Program

- ❑ Support from upper management
- ❑ Regulatory written programs
- ❑ Facility inspections
- ❑ Safety training
- ❑ Job Safety Observations (JSO)
- ❑ ***Safety Committees***
- ❑ Accident / injury investigations

Purposes of a Safety Committee

- Create a strong awareness of safety
- Act as clearinghouse for safety activities
- Encourage dialogue between departments
- Gain employee involvement in safety programs
- Foster buy-in of safety programs
- Reduce workplace accidents, injuries & illnesses

Effective Committees

- How do you know if you are on-target with your Committee?
- What does an effective Committee look like?

Raise Your Hand if you have a firm picture of what an effective Committee should look like.

Types Of Safety Committees

- Linked to department head meeting
- Departmental meeting
- Management – Union meeting
- Independent, stand-alone meeting
- Accident Review Committee

Committee Composition

- All Management
- Labor and Management
- Rotating Members (Optional)
- Workable size – 7 to 10 optimal
- Invite your NJUA Loss Control Consultant

Decision makers must be present for committee to be effective!



Committee Roles

- Chairperson
- Secretary
- Claims Coordinator
- Department Representatives

Chairperson

- Arrange meeting place
- Set the agenda
- Notify members of meetings
- Make assignments
- Schedule the meetings
- Review minutes and materials
- Conduct meetings efficiently

Consider rotating the role of Chairperson

Secretary

- Prepare and distribute minutes
- Record action plans
- Report on the status of action items

Claims Coordinator

- Present loss information
- Do not share names
- Or medical information
- Review incident reports
- Identify trends
- JIF-wide
- Member-specific
- Record action plans



Department Delegates

- Attend safety committee meetings
- Contribute ideas for improvement
- Gather ideas for improvements from other employees
- Model safe work practices
- Encourage others to follow safe practices
- Report on workplace inspections
- Report on Job Site Observations

Qualities of a Good Delegate

- Leadership
- Responsible
- Good communicator
- Sensitive to needs of others
- Open to ideas
- Pro-active
- Accountable

Demonstrate Commitment

- Department & Representatives must 'walk the walk'
- Regularly attend meetings
- Expect / require effective representation from all stakeholders / departments
- Follow-up on action items
- Incorporate Safety Committee items in other meetings
- 'Talk' safety up and down organization



Running a Safety Committee Meeting





KEY: Make Meetings Worth Everyone's Time

If they gain something worth their time to attend, they will attend.

Strategies:

- Can you include something for everyone?
- A common goal
- Team problem-solving
- Does everyone need to attend every meeting?
- Can a core committee meet and invite additional representatives as needed?

Planning Meetings

- Determine frequency of meetings
- Set a consistent date, time, & location
- Send reminder & agenda about 1 week prior
- Consistent in form & format
- But provides for current items
- Minutes of last meeting
- Start on time

Typical Agenda Items

- Approve last meeting's minutes
- Reports from each department
- Facility inspections
- Job Site Observations
- Employee suggestions
- Follow-up on past action items
- Upcoming safety activities/ training
- Accident / Injury Investigations

Agenda Tips

- Make it clear why the item is on the Agenda
- Information only
- Seeking input from the Committee on a topic
- Need a decision from the Committee at the meeting
- Identify WHO will handle the item during the meeting
- For Input & Decision items, phrase the Agenda item as a question to be answered.
- Consider assigning a time for each Agenda item
- Attendees will appreciate ending on time

Running a Meeting

- Make every meeting count
- Own your meeting, take charge and keep the meeting moving forward
- Start and end on time
- Get the constructive input you need from everyone present
- Close with an action plan

Accident / Injury Review

- ❑ Alternative Methods:
 - ❑ Safety Committee conducts investigation
 - ❑ Safety Committee creates action plan from the department's investigation
 - ❑ Safety Committee reviews the department's investigation & action plan

After the Meeting

- Prepare and review minutes
- Distribute minutes within 48 hours
 - Or at least action items
- Communicate successes, progress & challenges throughout organization
- Upper management
- Workforce

Include Team Building Activities

- There should be an element of 'TEAM' in your Committee
- Strategies to include team / fun in your meetings
- Set a goal for the Committee
- Expect everyone to report on their activities
- Have an ice-breaker / get to know you activity
- Celebrate successes as a team
- Celebrate during the year. Don't wait until the end
- Celebrate even little successes
- Consider setbacks not as failures, but as learning opportunities for the team



Running Virtual Meetings



Generally, Cameras Should be On

- Builds interaction, fosters attention
- Especially if attendees are in their offices
- Be sensitive if attendee is home
- Check your image
- Lighting
- Background
- Framing
- Rule of Thirds
- Eyes at 2/3 height



Establish Ground Rules for Interactions

- Microphones should be muted unless talking
- Can anyone unmute to start talking, or
- Will they be asked to Raise Their Hand to be recognized?
- Will some interaction be in Chat Tool or through using non-verbal feedback tools
- Ask open-ended questions
 - “Please tell the Committee what your Department has done”
 - Avoid questions like, “ Do you have anything to add?”

Be Familiar with the Platform

- Know how to share your screen
- Know how to use annotation tools
- Be prepared to assist others with
 - Sharing their screen
 - Use their annotation tools
- Can your meeting be recorded and shared with those who could not attend

Summary

- Meet on a regularly scheduled basis
- Respect everyone's time and input
- A better Agenda will make for a better meeting
- Celebrate success at every opportunity

Questions?

□ Brian Maitland, Safety Director

Bmaitland@JAMontgomery.com

□ Liam Callahan, Risk Control Consultant

Lcallahan@JAMontgomery.com

□ Matt Genna, Risk Control Consultant

Mgenna@JAMontgomery.com

□ Mike Palsi, Risk Control Consultant

Mpalsi@JAMontgomery.com