

# Affordable Safety Training

Safety doesn't have to be expensive!

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## *Affordable Safety Training*

Presents:

# Safety Committee Operations Compliance Kit



The Safety Committee Compliance Kit contains everything your business needs to establish a company safety committee. The written program, training material, and forms are all included.

*Available by mail, or download it directly from the website!*

Every product comes with our 30 Day Money Back Guarantee. If this product does not meet your business needs, just let us know within thirty days for a full refund!

We thank you for shopping with **Affordable Safety Training.**

If you have any questions, please give us a call!

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## Safety Committee Operations Compliance Kit Contents:

### Quick Compliance Checklist

This checklist is a quick guide to getting your safety committee program up and running. It provides simple step-by-step instructions for forming and training your committee.

Safety Committee Quick Compliance Checklist			
Item	Description	Date Started	Date Completed
1	<b>Establish a safety committee</b> Committee must consist of at least 2 volunteers for companies with less than 20 employees, a minimum of 4 volunteers for more than 20		
2	Ensure the committee has an equal number of employee and employer representatives. If the committee agrees, it is permissible to have more employees than managers on the committee		
3	Safety Committee members elect a chairperson		

A sample portion of the Safety Committee Quick Compliance Checklist

### Safety Committee Operations Program

A strong written plan is critical to the success of any safety program. The Safety Committee Operations Written Program details the structure and operations of your safety committee. This document covers:

- Purpose
- Functions
- Committee Structure
- Duties and Responsibilities
- & Operational Requirements

This plan is easily customizable to your business.

Safety Committee Plan	Company Name	Date of Adoption:
Coordinator:	Revision Number: 0	Revision Date:

**Safety Committee Operations Plan**

- 1) **Purpose of this Document**
  - a) The purpose of this document is to describe the procedures for establishing and maintaining an effective safety committee.
- 2) **Goal of the Safety Committee**
  - a) The goal of the safety committee is to help the company eliminate workplace injuries and illnesses by involving employees and managers in the safety program. The committee will assist management in identifying safety hazards and suggesting ways to eliminate them.
- 3) **Functions**

A sample portion of the Safety Committee Operations Program

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## Safety Committee Training Materials

Training is the most important part of establishing your safety committee. The Safety Committee Operations Compliance Kit contains all the materials you need to train your committee. It includes:

- Training Outline
- Power Point Lecture
- Participant Worksheet
- Quiz and Answer Key
- & Certificate of Completion

These materials are clear, concise, and effective. The Training Outline describes the training program, and what steps the company needs to take to customize it to their business.

Length: Approximately 1 hour

**Requirement:**

- Upon initial assignment to the Safety Committee
- Refresher as required

**Required Equipment:**

- The Safety Committee Operations Plan (1 per participant)
- Safety Committee Operations Power Point Lecture (included on CD)
- Safety Committee participant worksheet (included on CD)
- Safety Committee Evaluation Checklist
- Safety Committee Operations Quiz

1. Introduction
  - a. Introduce the trainer(s).
2. List objectives of the training (commence Safety Committee Power Point lecture included on CD.)
  - a. Safety Committee purpose and operation

A sample portion of the Training Outline

The speakers notes provide helpful guidance for delivering the training.

**What is the purpose of a safety committee?**

The central purpose of a safety committee is:  
**To provide a safe working environment for all employees!**

Other functions:  
Hazard Analysis  
Accident and Incident Investigation  
Safety Recommendations  
Building a strong safety culture!

All your participants to discuss what they think the purpose of a safety committee is. List their suggestions.  
If any of these items are left out of the discussion, include them:  
Improve programs, develop work procedures, do inspections, identify and correct hazardous conditions and unsafe work practices, communicate between staff and management on safety issues, communicate safety in general, model safe work behaviors, give positive feedback to those following safe work practices. Stress the importance of their responsibilities related to evaluating how safety is managed in the organization.

Safety Committee Power Point Sample Slide 1

**Dealing with Hazards**

- Engineering Controls

Eliminate the hazard by redesigning, repairing or replacing equipment, tools, work stations or facilities.

Placing mechanical guards on cutting equipment is an example of engineering controls.



Engineering Controls is the preferred method of hazard prevention.

Safety Committee Power Point Sample Slide 2

**Hazard Identification**

- Identification and correction of safety hazards is a critical function of the safety committee.
- The safety committee must:
  - Establish procedures for workplace inspection.
  - Conduct inspections of each work area at least quarterly.
- Make recommendations to eliminate hazards and unsafe work practices.



Safety Committee Power Point Sample Slide 3

**Dealing with Hazards**

- Management Control

Eliminating exposure to the hazard by changing the practice, process, or procedure.

Frequently rotating workers on an assembly line to reduce repetitive stress is an example of management control.



Safety Committee Power Point Sample Slide 4

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**Safety Committee Participant Worksheet**

The purpose of the safety committee is to \_\_\_\_\_

The safety committee will be comprised of members from these functional areas: \_\_\_\_\_

Safety committee meeting minutes must be saved for \_\_\_\_\_ years.

Safety committee meeting minutes will be posted at \_\_\_\_\_

Sample Portion from Participant Worksheet



**Certificate of Completion**

Company Name

THIS IS TO CERTIFY THAT

John Smith

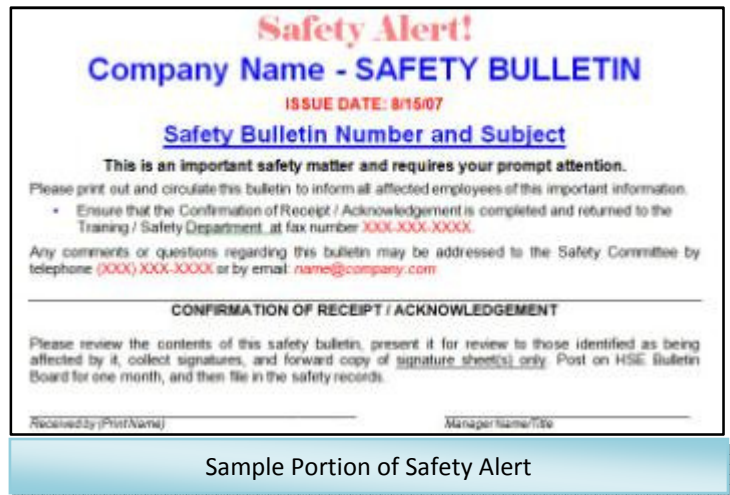
has completed the Company Name Safety Committee Operations training and is familiar with the requirements of the company safety committee plan.

Sample Portion of Certificate

## Forms

The Safety Committee Operations Compliance Kit also comes with the forms and documentation you need. These forms include:

- 📌 Sample Safety Committee Meeting Minutes with Action Items
- 📌 A Safety Alert Template
- 📌 A Safety Committee Evaluation Checklist
- 📌 Safety Committee Ballots



**Safety Alert!**

**Company Name - SAFETY BULLETIN**

ISSUE DATE: 8/16/07

**Safety Bulletin Number and Subject**

This is an important safety matter and requires your prompt attention.

Please print out and circulate this bulletin to inform all affected employees of this important information.

- Ensure that the Confirmation of Receipt / Acknowledgement is completed and returned to the Training / Safety Department, at fax number XXX-XXX-XXXX.

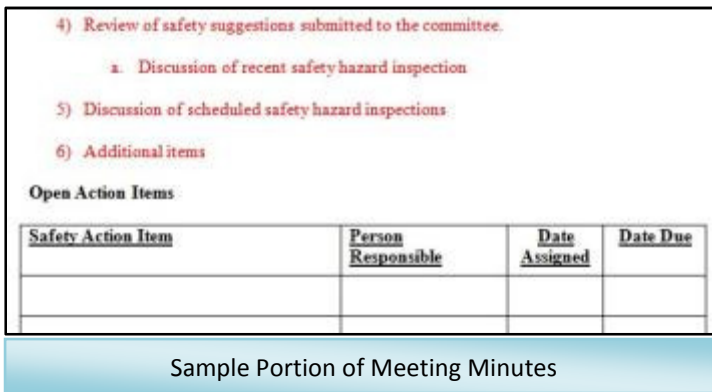
Any comments or questions regarding this bulletin may be addressed to the Safety Committee by telephone (XXX) XXX-XXXX or by email: name@company.com

CONFIRMATION OF RECEIPT / ACKNOWLEDGEMENT

Please review the contents of this safety bulletin, present it for review to those identified as being affected by it, collect signatures, and forward copy of signature sheet(s) only. Post on HSE Bulletin Board for one month, and then file in the safety records.

Received by (Print Name) \_\_\_\_\_ Manager Name/Title \_\_\_\_\_

Sample Portion of Safety Alert



4) Review of safety suggestions submitted to the committee.

    a. Discussion of recent safety hazard inspection

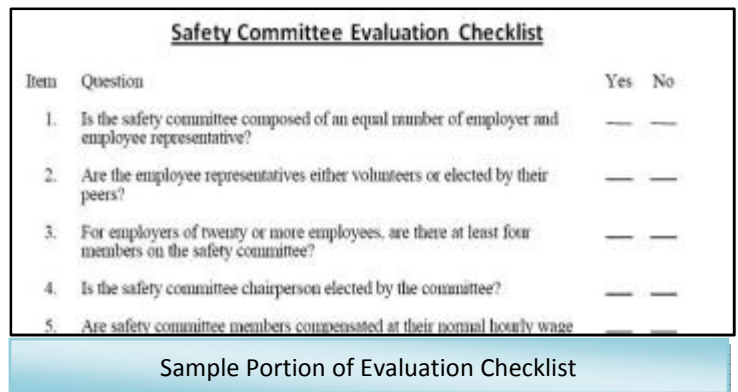
5) Discussion of scheduled safety hazard inspections

6) Additional items

**Open Action Items**

Safety Action Item	Person Responsible	Date Assigned	Date Due

Sample Portion of Meeting Minutes



**Safety Committee Evaluation Checklist**

Item	Question	Yes	No
1.	Is the safety committee composed of an equal number of employer and employee representative?	—	—
2.	Are the employee representatives either volunteers or elected by their peers?	—	—
3.	For employers of twenty or more employees, are there at least four members on the safety committee?	—	—
4.	Is the safety committee chairperson elected by the committee?	—	—
5.	Are safety committee members compensated at their normal hourly wage	—	—

Sample Portion of Evaluation Checklist