Our safety evaluations, reports and recommendations are made solely to assist your organization in reducing hazards and the potential of hazards and accidents. These recommendations were developed from conditions observed and information provided at the time of our visit. They do not attempt to identify every possible loss potential, hazard or risk, nor do they guarantee that workplace accidents will be prevented. These safety evaluations, reports and recommendations are not a substitute for ongoing, well-researched internal safety and risk management programs. This report does not warrant that the property inspected and its operations are compliant with any law, rule or regulation.

United Heartland is the marketing name for United Wisconsin Insurance Company, a member of AF Group. All policies are underwritten by a licensed insurer subsidiary of AF Group.
I. Introduction
The Organization has developed a safety committee to bring employees and management together to achieve and maintain a safe and healthy workplace. The safety committee will advise management and employees on safety matters pertaining to the Organization’s overall operations.

II. Objective
The main objective of the safety committee is to improve health and safety in the workplace by helping to identify problems and resolve concerns. This is done, in part, by:
A. helping management identify, assess, and control hazards
B. providing a channel of communication between management and workers
C. conducting regular inspections
D. talking with workers about health and safety concerns
E. helping management develop and monitor policies, plans, and programs
F. meeting to discuss concerns and make recommendations for corrective action to discuss with management

III. Scope
The safety committee will have representation from all departments within the Organization. The success of the safety committee will require commitment and involvement at all levels of the organization: employees, supervisors and administration. The safety committee will elect a chairperson and the chairperson will meet with administration on a regular basis to provide an update on the progress of the committee.

IV. Purpose
The safety committee will meet regularly to proactively address safety concerns, discuss accidents & preventative measures and assist management in evaluating safety policies and procedures. In addition, the safety committee will encourage employee involvement and promote safety in the workplace.

V. Guidelines
A. Management will develop guidelines for the safety committee. At a minimum, the guidelines will cover:
1. Frequency of the meetings
2. Time and place of the meetings
3. How members will be selected
4. Attendance requirements
5. Items of discussion during the meetings
6. Committee members’ roles and responsibilities
7. Committee members’ terms
8. Meeting minutes and documentation
9. Handling of confidential information

B. The committee and management will establish priorities for the committee’s activities. Items to consider are:
1. Goals to eliminate known or potential loss sources
2. Safety education for employees, supervisors, members
3. Inspections/observations of processes/workstations
4. Review of possible plant/operational changes—from a safety standpoint only
5. Job hazard analysis
6. Annual review of safety rules or procedures—updating
VI. Organization
The Organization will have anywhere from five to twelve employees on the safety committee. Management will try to get representation from all departments. Employee representatives will be volunteers or elected by their peers. Management will consider rotating the employee representatives after serving on the committee for a set term. Since the safety committee needs a certain amount of authority to correct unsafe conditions, the committee will always include a member of the management team. Members may be added or supplemented at any time based on new direction or special projects.

VII. Member Qualifications
The Organization realizes that there are many qualities to look for in a good safety committee member. An effective safety member is:
A. Interested in safety and health issues in the workplace
B. Respected by management and co-workers and has leadership skills
C. Familiar with organization’s operations, policies, and procedures
D. Interested in the needs of the entire work force
E. Willing to attend meetings, work on projects, and be receptive to new ideas

VIII. Conducting a Safety Committee Meeting
The following is a sample safety committee meeting process:
A. Call to order
B. Roll call by the secretary
C. Minutes of the previous meeting
D. Unfinished business
E. Review of accidents and determine corrective actions
F. Safety education (a member will discuss a new topic at each meeting)
G. Inspection and recommendation review
H. New business
I. Assignments for next meeting
J. Adjournment

IX. Typical Safety Committee Duties/Responsibilities
The following is a list of typical safety committee duties/responsibilities. The organization should feel free to modify this list as appropriate.
A. Safety inspections—to detect unsafe physical conditions, including follow-up on past recommendations
B. Accident investigations—to determine what specific actions have been or should be taken to prevent future losses
C. Safety committee meetings—to review the two items from above and carry forward new issues brought up from a variety of sources, such as new laws, new processes, injury trends, etc.
D. Injury/loss review committee—determines injury causes in a group setting with the injured employee and supervisor involved
E. Job safety observations (JSO)—to make employee observations on a wide variety of circumstances, such as new employees, follow-up on accident investigations, new processes, etc.
F. Job hazard evaluations—for new or existing jobs or to comply with outside standards (Example: OSHA’s PPE standard)