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|  | Insert your company name here  **SAFETY COMMITTEE CHARTER**  ***Insert the creation or revision date here*** |

**Purpose**

It is the purpose of this organization to provide a safe workplace and protect the health of our employees. To help accomplish this, a joint employee/management safety committee will be established. Its purpose is to bring employees and management together on a regular basis in a cooperative effort to promote safety and health in the workplace.

**Membership/Structure**

Managers, supervisors and employees will all be represented on the committee. The Safety Committee will not have more than the designated number of people on it at any one time.

Management/Supervisors: A representative is needed with authority to act on all major expenditures or procedural matters. The management representative should be familiar with corporate objectives and be aware of insurances costs and the need to control loss. The management team of the organization should be responsible for encouraging selected employees to join the Safety Committee.

Safety Director: If applicable to your organization, the Safety Director should attend all safety committee meetings and be as involved as is appropriate for the organization.

Employees:Only employees working at least one year at the company may participate as a member of the committee. The number of employees on the Safety Committee should reflect the need and size of the organization. Employees should make every effort to attend and participate in each meeting.

Chairperson:This is an elected position by the safety committee. The chairperson should work committee members to plan meeting agendas. One member should be appointed as Secretary and record all minutes at the meetings. Minutes of the meetings should be provided to all committee members and accessible to all field supervisory personnel within a reasonable amount of time.

**Meetings**

The Committee shall meet on a regular basis as is necessary and efficient for the organization. A written agenda should be provided to all members by the committee chairman prior to the meetings. Minutes should be taken at all Committee meetings, distributed to members and supervisors, accessible for employees, and retained for future use.

**Safety Committee responsibilities may include at least the following:**

* Planning and directing corporate loss education activities
* Create, review, update, and implement areas of the safety manual and other safety programs
* Review all accidents and losses
* Follow-up on employee suggestions
* Conduct OSHA and self-inspections and monitor safe behavior
* Implement workers’ compensation carrier Loss Prevention Recommendations & Safety Programs
* Conduct training sessions
* Complete Job Safety Analyses (JSA) on safety-sensitive and non-routine tasks
* Non-safety issues can be addressed such as: production, process, quality, etc..