

Safety Advisory Committee: Agendas

The Committee Agenda is a valuable tool to keep the meeting focused, to make sure that all issues are addressed, to maintain the Committee's credibility/value, and to keep the meeting short enough that participation does not interfere with the member's normal duties. A possible agenda might be:

AGENDA

- Call to Order (Team Leader) *Sets the tone that this is a formal meeting and other issues need to be left behind*
- Attendance/Introduction of those present (Team Secretary) *Include Committee members and guests along with their departments*
- Member Communications on Safety Issues (Team Leader) *Go around the table and give each an opportunity to voice safety issues*
 - Recognition *When appropriate recommend formal Committee recognition of special employees*
- Old Business
 - Review of previous minutes (Team Leader and/or Secretary) *Review previous activity as a basis for the current meeting*
 - Review feedback from Management (Team Leader) *Management's response, if any, to previous Committee actions and recommendations*
 - Review of pending Action Items (Team Leader) *Discuss the current status of existing team business tabled to this meeting*
 - Review of Task Force actions (Team Leader and/or assigned Task Force Leader) *Receive report on the activities of assigned Task Force (if any)*
- New Business (Team Leader)
 - Review of worker injuries and accidents (Loss Investigation Team Coordinator) *Review accident reports, analysis of causes, and recommend solutions*
 - Review of safety inspections (Safety & Health Inspection Team Coordinator) *Presentation of reports on inspections accomplished with recommended actions*
 - Review of entity safety training (Safety Training Team Coordinator) *Follow-up on training issues raised by Departments and/or the Committee*
 - Other new business (Team Leader) *Any issues that fall outside the set topics above*
- Review of Action Items to be Accomplished (Team Leader) *List business that will be tabled for further action until the next meeting*
- Review of Recommendations (Team Leader) *Consensus on what will be reported out to management*
- Next Meeting Plans (Team Secretary) *Date, time, and place of the next monthly meeting*
- Adjournment (Team Leader) *Invite individual's input in how to increase the value of the Committee*

The minutes of the monthly meeting, which should go out within 5 working days to maintain relevancy, would follow the agenda format. The minutes, along with a short cover letter from the Team Leader, would also serve as the report and recommendations to management. The Committee's function is ADVISORY, so special attention should be given to any feedback/communication from the source they are advising: management.

Absent unusual issues, or a large number of accident reports, it would be anticipated that this monthly meeting will take less than an hour if the discussion stays focused to the agenda.

- The most time consuming part will often be the review of accident reports, but that only identifies the problem.
 - The value comes from the lesson learned from the accident, and the Committee's action to keep it from happening again.