

## Safety Advisory Committee: Positions

Again, we are looking at model practices that might not be suitable for smaller entities; adjustments can be made.

To accomplish the Safety Advisory Committee's goals various committee positions need to be filled. At a minimum the following personnel are needed:

- Committee Leader
- Committee Secretary
- Safety Training Team Coordinator
- Safety & Health Inspection Team Coordinator
- Loss Investigation Team Coordinator

Additional roles can be established to target specific exposures including the leadership of ad hoc Safety Task Forces.

By designating different positions in the organization of the Committee everyone has a role with no one person dominating. It also allows for a spreading of responsibility so that the burden of participating does not fall too heavily on any one individual, or interfere too much with their regular job duties.

All members should serve staggered terms for at least one year, preferably more. This will provide continuity and history for the Committee in future years.

Members should be selected either because of their advisory role within the organization or because of a selection process with recommendations from supervisors. But, it is important to remember that this is an advisory committee, not a management committee. Having the positions confined to or dominated by management defeats the purpose, because they would, in effect, be advising themselves. Careful consideration needs to be given during the selection process to avoid having the Committee being seen as a rubber stamp for the status quo. Having membership spread among all departments will minimize the potential for intimidation, or worse still, having the committee members perceived as puppets.

To reinforce the importance that upper management places on the Committee's role, all members should receive a letter of appointment signed by the head of the organization (if requested YCPARMIA can forward a suitable form letter).