

Committee Meetings

The Committee, in order to fulfill its goals and to evidence a commitment to establishing a safety culture, should meet at least once a month on the same day at the same time. Locations can be moved to increase the Committee's visibility, and to promote awareness among other employees that the Committee is active and its members accessible.

There should be a predetermined time limit for the meeting so committee members' managers and supervisors do not feel their employees are away from their primary duties for too long. Use of a set agenda is necessary to make the best use of the Committee's limited time. The agenda is also a valuable tool to keep the Committee meeting from becoming a gripe session or discussions of non-related subjects. The Leader, with the cooperation of all members, must prevent this from happening. The committee's function and morale will be adversely affected if discussion is not controlled.

A Disclaimer: The Committee must always remember that it does not supplant the manager or supervisor in their role of managing employees. The committee's purpose is to offer solutions for such activities as training, inspections, recognition, special projects and managerial safety actions, but through the entity's management structure.