Practical Tips

ESTABLISHING A SAFETY TEAM

Safety Team Structure

Size - The team size should be maintained at a level of between 8 to 12 members. Typically, the smaller the team, the more effective the team becomes.

Organization - The team structure should have co-chairperson, one from management and one from the hourly employees, a secretary, and members. The safety team should include representatives from operations, maintenance, purchasing, security, medical, human resources, production (all shifts), and safety.

Membership - It is recommended that the team be made up of 50% management and 50% hourly employees to ensure that the team has the support of both on all issues. In facilities were they are unionized they should ensure that they have an equal representation from labor and management groups. Also, members must arrange for a substitute in the event of their absence. Any team member missing three meetings in one year will be replaced.

Selection - The team should, for the most part, be on a voluntary basis to ensure that the members are there to help the group and not hinder its progress.

Rotation - The team should be staggered on at least one year terms, rotating 25% of the team every 6 months. Also, the chairperson positions should also be rotated at this time.

Sub-Teams - Should be made up of at least one team member and up to five other employees. The sub-teams should be used to address specific issues within the facility and to get more employees involved with safety. The sub-committees can be made up of management and/or hourly employees. (You may not have the need for sub-teams at your facilities or you may only need one or more teams to work on special projects. The amount of sub-teams needed is determined by the level of experience that the safety team has on safety issues.)

Training

Safety team members must be trained for their roles. Each member should receive orientation and training by the team. The safety coordinator or other members should be designated as the committee trainers. Team members could also be required to attend some type of formal safety training (i.e., Principles of Occupational Safety & Health).

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Practical Tips

Authority

The safety team shall be given the authority from management to recommend and implement safety related practices/procedures that have been approved by the safety department. The safety team shall get its funding through the safety department budget and will have authority to spend up to $1000.00 dollars without approval of management. The safety team has the authority to stop operations whenever an unsafe condition exists, but the team member must immediately notify the safety director so that the proper procedures are followed in the shutting done of equipment.

Meetings

The safety team at a minimum should meet on a monthly basis, but should meet as required to complete the assignments.

Suggestions:

- Meetings should be kept short and structured (i.e., less than 1 hour).
- Prepare an agenda in advance.
- Distribute the agenda in advance of the meeting.
- Stick to the topics on the agenda.
- Maintain minutes of each meeting.
- Distribute the minutes of each meeting.
- Post the minutes of each meeting.

General Duties

The general duties of the safety team are to create and maintain a high level of interest and awareness of safety to employees at all levels.

The specific duties of the safety team should accurately address the goals and objectives of the team. Specific duties should change as the goals and objectives of the safety team change over time.

Examples of specific duties include:

- Develop safety and health policy.
- Conduct inspections and audits.
- Create employee awareness.
- Coordinate safety training.
- Act as an information resource.

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Practical Tips

- Form sub-committees for special projects (such as machine guarding, ergonomics, incentive programs, etc.)
- Conduct target inspections to verify safety systems.
- Correcting hazards.
- Develop safety and health programs.

Safety Team Membership

A list of all members of the safety team shall be kept up to date and shall be posted so that all employees may have access to it. The list shall include name, title, phone extension, email address, and the department in which he or she works.

Responsibilities

Safety Advisor - The safety advisor's main responsibility shall be to ensure that each member is properly trained and that the team stays focused on safety issues. The advisor shall also have the responsibility to review and authorize recommendations made by the team.

Chairpersons - The chairpersons shall have the responsibility of making the agenda for each meeting and ensuring that each member receives a copy before each meeting. Also, the chairperson shall run the meetings and ensure that they stick to the agenda and only discuss relevant topics.

Secretary - The secretary shall take minutes for each meeting and ensure that each member receives such minutes after each meeting. (see page 8-9)

Team Members - Each member shall ensure that they attend each meeting and be an active participant. Also, when unable to attend a meeting the member shall ensure that a replacement attend the meeting from his/her own department.

Sub-committee - The sub-committee members shall work with team members on special projects and shall be selected by the team member to participate. Each company or facility may have a different number of sub-teams depending on the knowledge of the team and the level of experience of the safety team. There may also be a need to have a sub-team at all times; the need is only when special projects exist.

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Practical Tips

Safety Meeting Agenda Items

1. **Roll call** - Take attendance so that there is a record of who was at the meeting and who was not.
2. **Introduction of visitors** - If there is a visitor in the meeting, make sure that everyone knows who the person is and why they are attending the meeting.
3. **Reporting of critical information needing immediate attention** - If there is an issue that needs to be addressed immediately, then this is an opportunity to discuss it before getting into the agenda of the meeting.
4. **Agenda Items** – These serve as a guide for the facilitator as well as for the attendees so that the meeting stays on track and nothing is forgotten.
   - **Old business -** This is the time to update everyone about what has happen since the last meeting.
   - **New business -** This is the time to discuss new projects that the team wants to address.
   - **Reports on projects -** If there is any special reports or projects this would be the time to discuss what each sub-team has been doing.
   - **Assignments for next meeting -** A time for everyone to understand what they need to get done by the next meeting.
   - **Develop action plans -** A valuable tool to make sure that everyone knows what is required to be done, by whom, when it should be completed, and what they will need to complete the project.

For additional information, call Customer Relations at 800.621.7619 or contact your local Chapter.

Disclaimer: While the information and recommendations contained herein have been compiled from sources believed to be reliable, the National Safety Council makes no guarantee as to, and assumes no responsibility for, the correctness, sufficiency, or completeness of the information or recommendations. Additional safety measures may be required under particular circumstances.

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SAMPLE AGENDA

1. Call to order
2. Roll call
3. Introduction of visitors
4. Reporting of critical information
5. Old business
6. New business
7. Reports on projects
8. Assignments for next meeting
9. Adjournment

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ACTION PLAN

Goal:

Objective:

Action	Person	Resources Needed	Completion Date

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