

SAMPLE SAFETY COMMITTEE MEETING AGENDA

1. Take attendance. It's important to be able to document those that have attended the Safety Committee Meeting. It's also important to document those supervisors or managers that don't attend the meeting when they are supposed to. Those committee members that regularly skip the meeting should be removed from the committee.
2. Review the previous Safety Committee Meeting minutes. Make sure to identify any "Action Plans" that were generated at the previous meeting. Projects that weren't completed before the current meeting must be reentered into the new meeting minutes. Document the supervisors and managers that are being assigned projects.
3. Review the Supervisors Incident Investigation Report for each incident of loss, or near loss, that has occurred since the previous Safety Committee Meeting. Each incident should be reviewed during the meeting by the Supervisor responsible for the area where the incident occurred. Document all of the relevant facts about each event and document the preventative action that has been take to prevent reoccurrence of the incident. For example:

- **"1/10/02 @ 2:15 p.m. - Jody Warner** slipped and fell on the bottom patio steps at the back of the Village Hall. It was determined that there was ice on the steps at the time of the incident. Jody did not lose any time from work, is OK and was back to work immediately after the incident. The weather was cold, but clear.

Action To Prevent Reoccurrence: Tom Adkins, Supervisor responsible for the front steps, indicated that the frequency of inspections of the front steps has been increased to every hour, on the hour, during cold weather. Also, salt and cinders have been placed in the front office so that they are readily available. This was done immediately."

(Note that the "action" consists of the following - who is responsible, what is being done, time frame for completion)

4. Conduct a brief training program. Take 10 – 15 minutes and give everyone at the meeting an update on any IDOL/OSHA standards, trends, changes in insurance, serious claims, etc.
5. Ask the following question of all the meetings attendees – “Do you know of any situation or condition, in your area or where you work, that, if not immediately dealt with, will result in someone getting injured or killed?”

Everyone at the meeting must answer “yes” or “no”. Those that answer “no” are thanked. Those that answer “yes” must be asked to tell everyone what it is and then action to address the problem should be developed. Make sure that the “Action to Prevent Reoccurrence” consists of the following - who is responsible, what is being done, time frame for completion.