

# Your Safety Management Program: Safety Committees

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# Mission

The mission is to protect the health and promote the well-being of all people in Virginia

Our vision is to be the healthiest and safest workforce in the nation and serve as an example to others.

With also actively involve all employees in identifying, preventing, and correcting workplace safety issues, health awareness, and training.

## What is a Safety Committee?



A Safety Committee is a group within an organization dedicated to enhancing Health and Safety.

It typically consists of representatives from different departments or regions and various levels of the organization.

## Elements of an Effective Safety Committee



## **Purpose of a Safety Committee**

Is to identify potential hazards, risks, and safety issues in the workplace and develop plans and procedures to mitigate or eliminate those risks.

A safety committee also promotes a safety culture among employees, encouraging adherence to safety procedures and protocols.

## **Promote and maintain the interest of employees on health and safety issues.**

Establishing a strong health and safety-conscious work environment is a major challenge for most organizations.

Employees will feel more motivated to comply with safety regulations when they feel their voice is heard.

**Helps make health and safety activities an essential part of the organization's operating procedures, culture, and programs.**

In an organization with a positive health and safety mindset, the managers, supervisors, and workers share common values that prioritize health and safety.



**Provide an opportunity for all employee's free discussions of health and safety problems and possible solutions.**

Make it easy for your employees to come to you with health and safety concerns.



## Primary Functions



- Evaluation of:
  - Hazards
  - Work practices
  - Behaviors
  - Loss sources
- Corrective Action
- Program Development

## Management Commitment

A committee will not survive without management support.

Management demonstrates support by encouraging employees to get involved with creating a safe and healthy workforce by acting on the committee's recommendations.



## How to Create a Safety Committee?

- Ask for Volunteers
- Recruit Individuals
- Ensuring all departments of the office or district are represented (EHS, Nursing, WIC, Office Services, etc.)



# Members of the Safety Community?



- Chairperson
- Vice Chairperson
- Secretary
- General Members



## Attendance

- Necessary
- Unable to attend
  - Send substitute
- Active participation

# How to conduct a Safety Community Meeting?

A successful, effective Safety Committee will have competent leaders and dedicated members. The chairperson will be able to direct group discussion while sticking loosely to the business at hand.

- Location
- Duration
- Frequency

# Safety Committee Training Topics

- Hazard Identification and Control
- Workplace Safety Laws and Regulations
- Emergency Response Planning
- Workplace Ergonomics
- Safety Inspection Procedures
- Accident Investigation
- First Aid and CPR/Fit Testing
- Chemical Safety
- Workplace Violence Prevention
- Mental Health Awareness



## AGENDA

A carefully planned agenda will assist the Chairperson.

Agendas given to all members in advance will ensure members arrive at the meeting prepared.



# Minutes

The secretary or designee will take minutes of all meetings

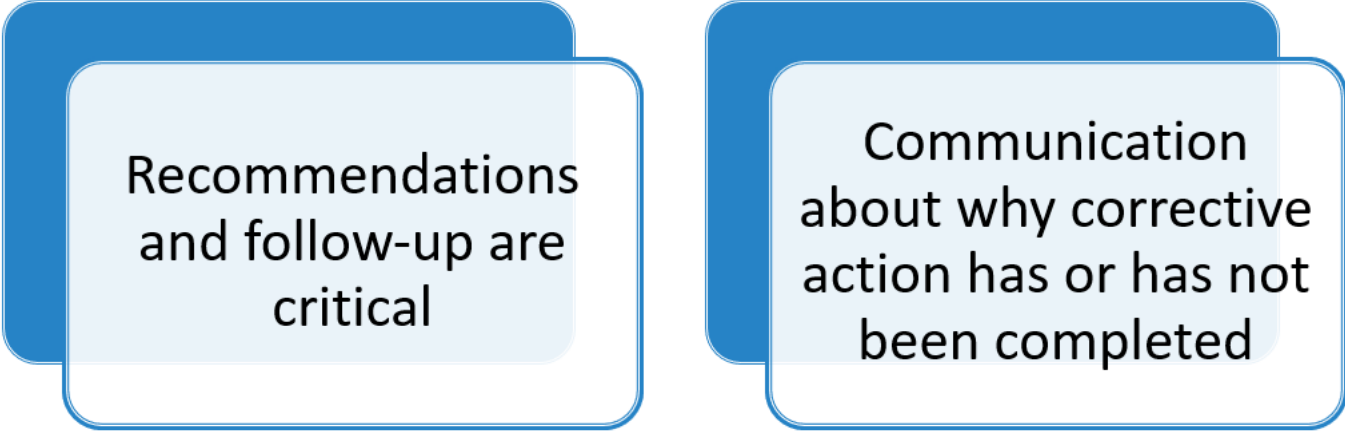
## Minutes should be:

- Accurate
- Complete
- Distributed

## Minutes should include:

- Action items
- Responsible Parties
- Follow –up
- Any new topics

## Recommendations & Follow-up



Recommendations  
and follow-up are  
critical

Communication  
about why corrective  
action has or has not  
been completed

# Training

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This step is  
often forgotten

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Ensure training  
is provided  
during meetings

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Do not  
assume...



## Conclusion:

- A Safety Committee is fundamental to maintaining and enhancing workplace safety.
- Understanding and leveraging benefits are crucial for any organization to foster a secure, healthy, and productive work environment.

# Resources & Training Needs

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If at any time assistance is needed with resources or training, please do not hesitate to contact your regional Occupational Health & Safety Specialist:

## Non-Clinical

- Jack Jones – Western Region
- Jake Worrell – Southwestern Region
- Bobbie Miles – Northern Region
- Steve Rykal – Eastern Region

## Clinical

Crystal (CL) Stilson  
Brendan Mahoney  
Mia Norman - Owens

VDH Occupational Health and Safety <[OccHealth@vdh.virginia.gov](mailto:OccHealth@vdh.virginia.gov)>

# Thank you!!!

