

# Sample Safety Committee Bylaws

## **Name of Committee**

Example: Safety Company Incorporated Safety Committee

## **Purpose**

The purpose of *(name of committee)* is to provide an avenue for all *(name of company)* employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

## **Goal**

The goal of *(name of committee)* is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

## **Objectives**

The *(name of committee)* has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct monthly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.
- Annually evaluate the *(name of committee)* workplace safety and health program and recommend improvements to management.

## **Representatives**

The *(name of committee)* will have committee members representing employees and employer. The committee will be comprised of at least four committee members at all times and shall not contain more employer representatives than employee representatives at any time. Employee representatives can volunteer for committee service or can be elected by their peers. Employer representatives can be appointed by the employer. Employee representatives will serve a continuous term of at least one year. Employer representatives can be rotated onto the committee as business needs dictate. To ensure at least one experienced representative serves on the committee at all times, it may be advisable to stagger the terms of the members.

## **Committee Chair and Vice-Chair**

The committee should elect a committee chair and vice-chair. Committee officers can rotate on an annual basis.

## **Duties of the Committee Chair**

- Schedule monthly committee meetings.
- Develop and distribute written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

### **Duties of the Committee Vice-Chair**

- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

### **Election of Committee Chair and Vice-Chair**

The election of the committee chair and vice-chair will be held during the monthly committee meeting the month before the incumbent's term expires. If the chair or vice-chair leave office before the term expires, an election will be held during the next scheduled safety committee meeting. The elected officer will serve for the remainder of the term.

### **Committee Member Training**

All committee members will be trained annually during (*name of company*) annual workers' compensation policy period in the topics of safety committee operation, hazard detection and inspection, accident and illness prevention and investigation (including substance abuse awareness and prevention training) and health and safety concerns specific to the business. Additional committee/employee training topics will be determined by any identified anticipated workplace hazard and exposure. The committee will submit a copy of the training records to the (*name of company*) personnel office, and the personnel office will retain the training records for five years.

### **Meeting Agenda**

The agenda will prescribe the order in which the (*name of committee*) conducts its business. The agenda will also include the following, when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.
- A review of all workplace near-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting.

### **Safety Committee Meetings**

Monthly schedule: The (*name of committee*) will meet on (regularly scheduled day and time) of each month. A quorum of committee members, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond the control of the committee, the meeting must be canceled, the committee will reschedule at a later date in the same month.

### **Meeting Attendance**

Each representative will attend the monthly safety committee meeting and participate in monthly hazard identification inspections, as well as other committee functions as requested.

### **Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member. Minutes of each committee meeting will be made available to all employees by (*method of distribution. Examples: email, interoffice mail, posting, payroll stuffers*). The committee will submit a copy of the meeting minutes, agenda and attendance list to the (*name of company*) personnel office. The personnel office will retain the committee records for five years. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

### **Employee Involvement**

The (*name of committee*) will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to the committee, recorded in the meeting minutes, documented in the safety log and reviewed by the committee.

### **Voting**

The committee shall make decisions by virtue of a majority vote of regular committee members.

### **Safety Log**

The committee will maintain a log of all employee concerns, including the date received, the date recommendations were made to management, management responses and the date the concern was resolved.

### **Identified Concern/Issue Response**

The committee will respond to employee concerns in writing and work with management representatives to resolve them. The committee will present written recommendations for concern/issue resolution to management. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

### **Incident and Accident Investigation**

The *(name of committee)* will review all safety and health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include: work-related near-miss incidents, injuries, illnesses and deaths. A determination of the root cause of the reviewed incidents will be the focus of the investigations. Resolution of identified issues will be presented to management representatives.

### **Workplace Inspections**

Members of the *(name of committee)* will conduct monthly workplace inspections of all company facilities. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work areas. The committee will provide a written report/form to the committee and management that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

### **Committee Goals and Objectives**

It is suggested that the *(name of committee)* develop a five-year safety strategic plan that will include the committee's annual safety goals and objectives. The safety strategic plan will detail the existing status of the employer safety program and the committee's vision on the status of the program in five years. The plan will outline how to reach the future status, timelines, goals and objectives in support of the safety strategic plan.

