

# RISK CONTROL CONSULTING

## Safety Committee Meeting Procedure

**PURPOSE:** The purpose of the safety committee is to bring employees and managers together to achieve and maintain a safe and healthy environment.

**OBJECTIVE:** To assist in monitoring, improving, and maintaining safety and health for the benefit of the Tribe, Tribal enterprises, Tribal citizens, employees, visitors, and vendors.

**SCOPE:** Applies to all [Tribal or Tribal Enterprise](#) employees.

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### DUTIES AND FUNCTIONS OF THE SAFETY COMMITTEE

- Elect committee chairman.
- Hold regular meetings (no less than quarterly) on a fixed day, at a fixed time and place.
- Maintain written records of all meetings, including meeting agendas and minutes. Post minutes and agendas with other employee postings and provide them to each department/entity.
- Establish a system to obtain and review safety-related suggestions, reports of hazards or other information directly from all persons that would help in creating a safe and healthy environment for the Tribe and/or Tribal enterprise.
- Establish procedures for investigating all safety-related incidents including injuries, illnesses, and deaths for the purpose of recommending corrective action necessary to prevent similar events from occurring.
- Evaluate policies and procedures, which may affect safety and health and make recommendations for change or adoption of new policies and procedures to appropriate senior management personnel.
- Evaluate accountability systems and make recommendations necessary to implement supervisor and employee accountability for safety and health to appropriate senior management personnel.
- Evaluate safety and health training practices and recommend procedures necessary to ensure that all employees are trained to perform their work in a safe manner to appropriate senior management personnel.
- Ensure that facility safety inspections are conducted by the appropriate personnel to locate, identify and document safety and health hazards on a regular basis and submit list of recommended corrections to the appropriate department.
- Make recommendations regarding correction of hazards to appropriate senior management personnel.
- Establish a procedure to review corrective action taken on all safety and health inspection reports and all recommendations made to senior management by the committee.

### CHAIRPERSON DUTIES

- Schedule meetings, notify safety committee members;
- Prepare agenda;
- Invite specialists or resource persons as available;

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- Facilitate meetings;
- Ensure that discussion items end with a positive decision
- Review and approve minutes;
- Assign projects; and
- Ensure that the committee carries out its function.

## **SAFETY COMMITTEE MEETING GUIDELINES**

- I. Each department/entity should be required to have a safety committee representative.
- II. Elect a chairperson and secretary.
- III. Establish a regular day and time that the committee will meet.
- IV. Meetings should be semi-formal and should not last more than 1 hour.
- V. All employees should be notified of the day and time of the meeting:
  - A. When the day and time of the regular meeting is first set,
  - B. During new employee orientation, and
  - C. A reminder
- VI. All employees should be encouraged to bring safety and health concerns to safety committee members before the committee meeting.
- VII. Safety committee meetings should address:
  - A. Employee safety & health concerns (see item VI),
    1. Recommendations should be made during the meeting to correct any valid safety or health concerns.
    2. The employee bringing the concern forward should be apprised of the result as soon as possible after the meeting is adjourned.
  - B. Incidents, which occurred since the previous meetings.
    1. Each incident should be reviewed and the primary and secondary causes determined,
    2. Recommendations discussed to reduce or eliminate recurrence of such incident(s).
  - C. Reports and other information provided at regular intervals by the Risk Management or other appropriate office.
  - D. Safety related training.
  - E. Individuals should be assigned to assure that the recommendations to correct safety and health hazards are followed through. This individual will report on the progress of the follow-up at the next meeting.
- VIII. Each member of the safety committee is responsible for ensuring that employees in his or her department or entity are informed of the discussions and findings of the safety committee. In addition, each committee member should assure that safety & health training is provided to all employees as determined by the safety committee.

This Tribal First Risk Control Consulting fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or [riskcontrol@tribalfirst.com](mailto:riskcontrol@tribalfirst.com).