The Safety Committee Challenge

Making Your Safety Committee an Agent of Change—Not Just a Legal Obligation

The Elements of Creating a High Performance Safety Team
Why do we do it?

The law says all companies with more than 25 employees are required to have a safety committee.

Yes it’s the law… but in most companies it is an important part of the overall EHS Management System.
It’s good for BUSINESS
How do you think your employees feel about your safety committee?

COULDN'T CARE

LESS

OR
The Safety Committee – What’s in a name?

Definition of Committee:
A person or a group if persons elected or appointed to perform some service or function, as to investigate, report on, or act upon a particular matter
But isn't it really about creating a high performance team regardless of the goals?

If you had a quality or production problem would you accept a non functioning team that did not deliver results???
What are the key elements of a successful high performance Safety Team?
Organizational Leadership Engagement

Leaders actively participate in the meetings...

Remove the road blocks and coach team

Provide public recognition of team’s efforts

Leaders know what the safety issues are...
Leadership **Commitment**

SAFETY, Quality and Production mantra

Holding team accountable for deliverables

Holding supervisors/managers accountable for safety committee performance in organization’s Performance metrics

Start every meeting with a safety message

Demonstrating Safety > Production
Does this look like your team??
Select Employees that are willing to participate

Recruit safety champions – find those employees that are great at their job use the team as a growth opportunity

If Safety is a business priority employees will want to participate

Make it a team that is respected and highly valued in your facility

Leading without authority is hard but the team should be empowered

Change membership occasionally to bring fresh ideas
Team must have a **strong & effective leader**

Team can choose a member for a leadership opportunity

Co-chair with salary and hourly personnel if possible.

Ability to summarize the meeting with emphasis on decisions taken and future actions
Tips for successful safety teams

Communication is Key!

Printed materials

Digital
Tips for successful safety teams

Set agenda and set/flex times for meetings

Written and published meeting minutes with actions and due dates and monthly topics to communicate

Take role

Reporting out of findings and action plans monthly or quarterly to Management team

Remind Supervisors of employee commitment
It is not always so easy....

Mistakes
Are The
Stepping Stones
To Learning!
Common Safety Committee Mistakes

- The group has no clear-cut job to perform, or the committee has no reason to exist.
- There is talk, talk, talk...without decisions.
- People are appointed who are neither interested nor experienced.
- The chairpersons are not qualified by experience, desire, or ability.
- The group has no orderly plan, no time schedule.
Common Safety Committee Mistakes

• People do not show up for meetings and inspections (may not be given the time away).
• The work of the committee is not recognized by employees or management.
• Agendas are sent out late or distributed only at the meetings.
• Minutes are sent out late. They should be distributed within a week after the meeting with reminders of assigned tasks.
So what *is* the Recipe for Success?

Leadership commitment

Leadership Engagement

Willing employees

A strong team leader

What’s missing???
Personal Commitment
“Individual commitment to a group effort- that is what makes a team work, a company work, a society work, a civilization work”

-Vince Lombardi
Gain Personal Commitment

Make it a personal connection- ask to share a safety story – What safety means to me?

Occasionally have an agenda item that the team members recall a safety moment that happened to them this month

Be sure to promote safety on and off the job

Satisfaction - Check regularly

Ensure that each member of the team has responsibility for creating some important team result(s)
How do you raise engagement and get results?

Behavior based observations help team stay focused and deliver intangible results outside of the meeting (i.e. identifying near misses, correcting at risk behaviors before accidents occur).

Run the meeting like any other business meeting. On time, a priority and important.

“Great safety is Great business”
How do you raise engagement and get results?

Use physical energy – Do some team safety audits. Meet in non routine environments away from the conference room...

Appoint someone each meeting to be the Director of Fun (bring in a safety comic, video, article or story.. ) Enjoy your meetings!
“New safety regulations won’t allow us to think outside of the box anymore because boxes have sharp corners.”
How do you raise engagement and get results?

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Do a Meet and Greet at shift changes- be visible to others

Publish and share results regularly and ask for feedback
Utilize Continuous Improvement

Include Safety Team on new business risk review part of innovation funnel/change management process.
Utilize Continuous Improvement

Focus on top losses - use near miss and injury data, safety observation data or suggestions from peers

Integrate into your TPM or CI programs.... And tie safety to business objectives

Kaizens, Focused Improvement, SHE Pillar etc.
Utilize Continuous Improvement

Checklists for consistency and tracking of data

**SAFETY COMMITTEE INSPECTION FORM**
27 WATERVIEW DR- SHELTON

<table>
<thead>
<tr>
<th>Inspection Date:</th>
<th>Inspector(s):</th>
<th>Dept. Contact:</th>
</tr>
</thead>
</table>

**DESCRIPTION**

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**ELECTRICAL SAFETY**

- Are electrical panels marked with manufacturer’s name, trademark, or description, voltage and other ratings?
- Are electrical panels and junction boxes, and covers covered?
- Are all power cables, extension cords and wires in good condition? Are GFCI’s in use?

**PPE**

- Is required PPE being worn by employees? Is it available for use (correct gloves, safety glasses, etc.)?

**EMERGENCY EQUIPMENT**

- Are fire extinguisher locations unobstructed, identified, and easily seen?
- Are monthly fire extinguisher inspections current, documented on tag, and changed?
- Is spill equipment in the correct location?

**EMERGENCY EVACUATION**

- Are exit routes identified, unobstructed, visible, and adequately lit?
- Are evacuation maps posted in central locations?
- Do emergency lights work? (TEST IF ABLE)

**FLAMMABLE CABINETS, SAFETY CANS, SPRAY BOTTLES**

- Is the storage volume less than the limit stated on the cabinet as well as caution labels?
- Are cabinet doors kept closed and have three-point locking system?
- Are safety cans and spray bottle in good condition, self-closing device operable, and flame-arrestor present?

**HAZARD COMMUNICATION**

- Are containers labeled with identity and hazard warnings? Are labels legible and right side up?

**HOUSEKEEPING**

- Are all working areas and passageways kept clean, dry and orderly?
- Is any evidence of spills or leaks materials?
- Are aisles and passageways kept clear to full width and no wires, cables boxes or other obstructions?
- Are all objects, tools, and equipment positioned in a way where they are not levers?
- Are stairwells kept clean and free from tripping hazards?
- Are there other conditions in the area that may cause a hazard?

**MACHINE GUARDING ( not applicable in most areas)**

- Are cutting, grinding, drill presses, etc correctly guarded? Evidence they are being used?
- Are all chains, sprockets, rotating shafts, and hot zones guarded to protect employees?

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- [ ] YES
- [ ] NO
- [ ] N/A
Provide Training & Education

Safety Committee Walkthrough Reference Card
Notes of What to Look for while conducting a Safety Walkthrough

- Fire Extinguishers unblocked and accessible – nothing hanging on them, pallets not blocking access
- Electrical Disconnect Panels, circuit panels unblocked and accessible – 36 clearance in front
- Emergency Exit Doors unblocked and accessible
- Aisle ways in and around machines – 30 Inch width – safe passage past operator to emergency exit
- Employees use of Safety Glasses when Using Compressed Air
- Employees use of Safety Shoes when using Powered Equipment – Forklift and/or Power jack
- Employees use of Lift tables at each Operators Station – Raise load during process
- Anti-fatigue mats replaced at machines as necessary - both in Aisle way and at Operator station

Notify Supervisor and/or AOM if you see these or other safety concerns

Shelton Campus- 27 Waterview Dr
EHS Inspection Guide

A training guide for Safety Committee members

Exits and Evacuations - What would you look for?

1. Clear egress on both sides
2. Clearly designated aisles
3. Emergency crash bar or other
4. Exit Signage seen from afar
5. Emergency lighting along paths
6. Testing of emergency lighting
7. Unobstructed lighting
8. Emergency evacuation drills
9. Dedicated Muster areas
10. Evacuation maps
11. Accountability for employees and guests
12. Communications/ Training
13. Shelter in place areas identified
14. Emergency Response Plan updated
15. Audio/visual alarms
Provide Training & Education

Identification and Control of Hazards = Training and Education
What else can you do to engage your team?

The safety committee created “the reason I work safe” badge pictures

Morning meet and greet

Find it fix it kits

Prepare and present One Point Lessons or Safety topics for sharing

Planning a safety talk or taking meeting notes

Update the Safety Communications Areas

The committee should promote safety on and off the job
Present projects and results at Town Hall Meetings

Provide “flash” training during meetings or on shop floor

Provide off shift support - engage all shifts on the team - rotate time of day for meeting AM/PM

Shirts, badges, hats and other internal recognition of team membership

Participate in Risk Assessment process

Bring a guest to the meeting

Provide New Employee Orientation training
What else can you do to engage your team?

Supporting external charities and volunteering in the community

Leading Team stretching exercises
Recognition for members
Engagement comes in many ways
In summary being a high performance safety team is an ongoing process... it needs to continue to evolve and change

Leadership Commitment
Leadership Engagement
Choose your top employees
Choose a great leader
Personal Engagement
Training, Education and CI tools
KEEP CALM AND JOIN THE SAFETY COMMITTEE

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Thank you.