

Safety Committee – Organization And Responsibilities

_____ as our safety committee chairperson, will help coordinate an effective plan to reduce work place injuries and illnesses.

The primary function of our safety committee is to create and maintain injury prevention as a primary goal in our company. Our safety committee will be made up of at least one management representative and the remaining will be combined supervisors and workers. There will be a representative from each department. Membership will be rotated periodically to give more employees an opportunity to participate. It is our objective to have monthly meetings or more if the committee deems it necessary. We will establish a calendar of meetings and agenda and distribute to all members at least one week prior to the meeting. (Notice of meetings will be sent to each member of the committee and top management.) Principle activities and responsibilities include:

- Conduct monthly hazard surveillance tours to identify hazardous conditions and unsafe work practices and recommend corrective action. This also includes an evaluation of observed safe work behaviors to improve safe work performance.
- Act as a clearinghouse for all safety ideas, activities, and needs.
- Review incident investigation reports and near misses that have occurred in the past month to help determine what corrective actions can be taken to prevent recurrence.
- Assist in the development of base line safe work performance expectations and work practices.
- Coordinate training programs to maintain employee knowledge and skill in safety.
- Individually promote safety activities and set good examples in the areas where they work, as well as respond to employees concerns and complaints in the area of safety and health.
- Keep records of committee meetings so that progress can be maintained and management kept well-informed.
- Assist new employees in becoming competent and familiar with company safety practices.
- Encourage prompt claims reporting and help to identify return-to-work opportunities with our Insurance carrier and our treating physicians or specialists.
- Coordinate safety education and program alterations based, in part, on needs identified from audits and regular evaluations and investigations that reveal areas needing improvement.

Date: _____

Date(s): _____

Employee Signature

Date _____

[illegible]

Safety Action Documentation

Identify safety concern and list each on separate forms. In the space provided (or add sheets if needed) write corrective action. Then prioritize as follows: {Immediate}; {One Week} ;{ one month}; Scheduled Date (such as summer or other unoccupied time)}
If the concern can be handled onsite by your school; list and schedule the action needed.
If the Maintenance Department is needed list document and report on "School Dude".
Then write the work order number on this document.
If safety concern is going to cost very large amounts of money then make a record on this document and ask your principal to submit a work request to be considered.

When the concern has been abated describe action taken and date.

Safety Concern: _____

Exact Location: _____

Priority: {Immediate} {One Week} {One Month} {Scheduled Date _____}

Corrective Action Needed-

Assigned to: _____

Corrective Action To abate: _____

Completed Date: _____

Safety Committee Representative:

Signature: _____

Date: _____

Report Of Safety Committee Meeting

Meeting Date: _____ Location: _____

Attendees (Attach Sign In Form separately)

Subjects Covered: _____

Incidents Reviewed/Status of Employees or Injured Party (ies): _____

Hazard Survey Findings and Priorities: (List each hazard separately to ease tracking and documentation) _____

Plans for Future Meetings and Safety Improvement (Always set next meeting time and location before adjourning) _____

Additional Training Needs: _____

Signature of Safety Coordinator(Or Record keeper) _____

Copies of this report go to:

1. Safety Committee File and Members
2. Safety Coordinator
3. Management Representative
4. Supervisors
5. Employee Bulletin Board or Uniform Announcement

Self-Inspections For Hazard Surveillance

Hazard surveillance tours shall be conducted periodically by our safety committee. Touring various departments for the sole purpose of identifying potential hazards is one of the principal means of determining unsafe conditions and unsafe practices **before** they cause an accident.

Locating unsafe conditions or revealing unsafe practices is one of the best methods that we can demonstrate to our employees our interest and sincerity in safety. "Inspections" help encourage our employees to be safe. Regular inspections encourage individual employees to analyze and their own immediate work areas and implement corrective action.

Avoid limiting your inspections to searching for unsafe physical conditions. Also include your observations of unsafe work methods and practices. The scope of what these hazard surveillance inspections should include involves the following (but not necessarily limited to):

- **Processing, Receiving, Shipping and Storage**
equipment, job layout, heights, floor loads, projection of materials, material-handling devices, storage methods, trained employees with material handling equipment, etc.
- **Buildings and Grounds**
floors, walls, ceilings, roof areas, stairs, walkways, aisles, exits, ramps, platforms, driveways, docks, etc.
- **Housekeeping**
waste and scrap removal, tools, part/equipment placement, material leakage, spill controls and containment capability, cleaning methods, schedules, work areas, storage areas, flammable and toxic materials handling and use/storage, etc.
- **Electricity**
equipment, fixtures, switches, service panels, breakers, GFCIs, junction boxes, conduit integrity, isolation of combustibles/flammables or vapors, circuits, insulation, grounding and bonding, tools, motors, compressors, NEC compliance, etc.
- **Lighting**
type, intensity, controls, conditions, diffusion, location, glare, shadows, etc.
- **Heating and Ventilation**
type, effectiveness, hazardous vapor removal, temperature/humidity control, indoor air quality, provision for seasonal changes, etc.
- **Machinery**
safeguarding points of operation and for exposed moving parts, brakes, exhausting controls, feeding systems, maintenance, leaks, lockout capability and procedures, grounding, layout, etc.
- **Human Resources**
experience and training, safe work performance expectations understood and followed, appropriate use of PPE, use of guards, work practices, cleaning and equipment use, etc.
- **Hand and Power Tools**
purchasing protocol, storage, repair, maintenance, grounding, use and training, etc.
- **Hazardous Chemicals**
storage, MSDS information and communication, safe handling and use, transportation, spill containment provisions, labeling, amount use, toxicity, PPE use, purchasing protocol for safety evaluation, etc.
- **Fire Safety**
protection, detection and suppression equipment maintenance, alarms, smoking rules and compliance, isolation of ignition sources and vapors, explosion-proof fixtures provided where needed, waste disposal, etc.
- **Preventive Maintenance**
regular schedule, effectiveness, training, records kept, lockout protocol, etc.
- **PPE**
type, size, PM, repair, storage, use, assessment completed and accurate, purchasing methods, physician approval, training, rules outlined, etc.
- **Transportation**
motor vehicle safety, seat belts, PM plan, safe driver evaluation and training, etc.
- **Audit System**
regular evaluation of the effectiveness of the program and observations of how well it works, identification of future needs, etc.

The following are some general things to look for when conducting a specific inspection:

- Do employees operate machinery or use tools, appliances or other equipment without authority? Have they been properly trained for what they are observed doing?
- Are they working or operating at unsafe speeds? Do they exhibit any other signs of poor safe work performance methods or practices?
- Have guards been removed, or have guards or other safety devices been rendered ineffective?
- Do employees use defective tools or equipment use tools or equipment in unsafe ways or use hands or body instead of tools?
- Do they overload, crowd, arrange, or handle objects or materials unsafely?
- Do employees use proper material handling devices to avoid physical lifting wherever possible? When they must lift, are they lifting correctly?
- Do employees stand or work under suspended loads near open hatches, shafts, or scaffolds; ride loads; or get on or off equipment or vehicles in motion?
- Do they repair or adjust equipment while in motion, under pressure, electrically charged, or containing dangerous substances? Is the lockout/tagout program being followed? Are workers using poorly maintained equipment?
- Do workers fully understand what is expected of them, and do they understand their role in the safety and health program?
- Do work layout or work practices contribute to possible WMSD's or repetitive motion problems?

Hazard Survey Guide (Sample)

Topic	OK	Work Needed	N/A
<i>Housekeeping</i>			
Smoking area designated, well maintained?			
Floors and aisles clear of waste, debris, scrap or spills?			
Metal waste cans for oil soaked rags?			
Shelving and stock storage well kept?			
Loading dock plates secured and used?			
Trailer chocks provided and used?			
Weeds/combustibles removed next to building (over 20')?			
<i>Stairways/Ladders</i>			
Treads, railings secured?			
Portable ladders appropriate for use?			
<i>Good condition?</i>			
<i>Safety feet?</i>			
Fixed ladders equipped with side cages, rails or special devices?			
<i>Fire Protection</i>			
Extinguishers visible, unobstructed, inspected, tagged, and charged?			
Fire alarm tested and drills performed regularly?			
Exits clear, marked visibly, unlocked?			
Panic hardware or door alarms provided and in working order?			
Emergency evacuation routes posted with clear orientation/origin points?			
Fire doors and aisles maintained, well located, unobstructed?			
Flammable liquids stored, handled and dispensed in a safe manner?			
Automatic sprinkler system locked open, tested, head clearance?			
Emergency lighting maintained, exits illuminated for emergencies?			

Topic	OK	Work Needed	N/A
<i>Electrical Hazards</i>			
Minimum 3' clearance maintained in front of electrical panels?			
Extension cords for temporary use only?			
<i>Hard wired, fixed equipment?</i>			
Explosion-proof wiring and fixtures provided where necessary (per NFPA)?			
<i>Well maintained?</i>			
<i>Covered?</i>			
Switches/junction boxes covered?			
<i>Exposed wires/connections?</i>			
Evidence of frayed electrical cords or exposed fixtures?			
<i>Polarity checked?</i>			
Portable electric tools grounded and polarized?			
<i>Used near fire hazards?</i>			
GFCIs provided within 3' of water sources?			
<i>Functioning properly?</i>			
Switches/fixture overheating?			
<i>Hot panels or equipment evident?</i>			
Fuse/breaker/cord size appropriate for use?			
<i>Amperage rating checked?</i>			
Grounded connections provided?			
<i>Well maintained?</i>			
<i>Three prongs intact?</i>			
Motors and compressors kept free of excessive grease/oil or dust?			
<i>Heating/Ventilation</i>			
Units checked annually by qualified contractor?			
<i>Certificates on file?</i>			
Gas or electric sources shut off when not in use?			
<i>Verified?</i>			
Clearance at least 3' for combustibles?			

Topic	OK	Work Needed	N/A
<i>Machines/Equipment</i>			
Bystander/operator protection provided on all machines/equipment within 7' from floor level?			
All electrical equipment on recorded inspection schedule?			

<i>ID problems?</i>			
Safety glasses/face shields worn together on grinders?			
<i>Tool rest 1/8"?</i>			
Safety distance maintained and verified for each die/operation?			
Safety features in place for operators and set-up persons?			
Lockout/tagout procedure utilized for die setup and equipment repair?			
Disabled equipment locked/tagged?			
Additional moving parts protected from employee contact?			
<i>Welding Operations</i>			
Compressed air/acetylene cylinders safely stored, handled, and labeled?			
Fuel lines/torches protected with anti-flashback/back flow protection?			
Multi-purpose extinguisher located nearby for emergency use?			
Welding helmets equipped with tinted lenses?			
<i>Safety glasses used also?</i>			
Protective flame retardant clothing used during welding?			
Hot work permits and/or fire watch used when not in booth confines?			
<i>Personal Protection Equipment</i>			
First-aid responders available on each shift?			
<i>Trained and authorized?</i>			
Appropriate first-aid supplies maintained?			
<i>q Inventory sheet and checkout for prescribed drugs utilized?</i>			
Blood borne pathogen protection and facilities used per company protocol?			
Hearing protection used in accordance with hearing conservation program?			
Hard hats provided where needed?			
<i>Has hazard assessment been done?</i>			
Safety glasses used? Side shields used?			
<i>Prescription users protected?</i>			
Gloves/aprons for protection against cuts, chemicals?			
<i>Barrier creams?</i>			
Employees eating/drinking near toxic materials or solvents?			
<i>Canteen used?</i>			
Respiratory protection used consistent with OSHA 1910.134 (5/98 req.)?			
	OK	Work Needed	N/A
<i>Material Handling</i>			
Only certified operators use forklifts?			
<i>Forklifts well maintained per OSHA?</i>			
Mechanical lifting devices instead of manual handling?			
<i>Trained workers?</i>			
Storage system reduces need for manual handling?			

Mechanical assistance for picking materials?			
Awkward physical movements and high force or repetitive tasks?			
Motor Vehicle Safety			
Motor vehicle records checked for all drivers?			
<i>Measured against criteria?</i>			
Safe driving expectations communicated and observed?			
Vehicles well maintained?			
<i>Inspection and PM program used?</i>			
Emergency kits and accident reporting forms stored in vehicles?			
Crime, Cash Handling, and Security Protection			
All building openings protected from access?			
Stock stored away from visibility and theft access?			
Effective night lighting (inside/outside) provided over inventory/high \$ items?			
Closing/lockout protocol observed?			
<i>Keys controlled by management?</i>			
Cash on hand not over \$50?			
<i>Procedure for large bills to safe?</i>			
Parking lot/exterior well maintained and lit?			
<i>Snow/ice removal?</i>			
<i>No holes?</i>			
Visitors not allowed in production area without management/PPE?			
General Items			
Emergency phone numbers posted?			
<i>Incident reporting protocol in place?</i>			
OSHA summary posted?			
<i>Safety committee minutes posted?</i>			
Hazard reporting plan posted and used?			
<i>Kept current?</i>			

Date Performed _____ Safety Committee Rep Signature _____

Copies To: (Your Permanent Safety File;) (Safety/Regulatory Coordinator –Sidney Moody)