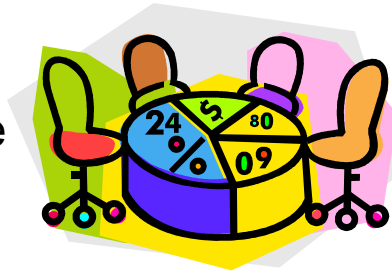


Safety Committee
Series



Five
Sessions

Safety Committee Development & Practice
Skills, Practice, & Leadership Development

Meeting One. Purpose & Agenda

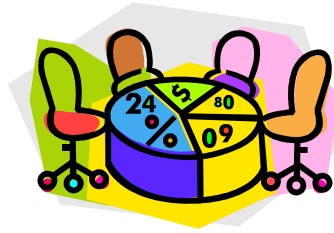
Meeting Two. Listening, Issue I.D., & Notes

Meeting Three. Impact on Safety Practices

Meeting Four. Policies & Procedures Review

Meeting Five. Leadership Development

Safety Committee Meeting One



30-40
Minutes

Safety Committee:

Safety Officer & Committee Formation – Meetings 1-5

The purpose of a Safety Committee is to make sure safety remains top priority and on the minds of everyone in the organization, every day. Safety is everyone's responsibility. In this series, one or more students are designated as Safety Officers for the week or month. The Safety Officers convene Safety Committee meetings including students in small groups and also make roving safety checks, including observing both work spaces and work practices to watch for safety issues or problems. Each session, different safety issues will be brought up for discussion and suggested actions. **These sessions will also help teach effective meeting and leadership skills along with safety practices.**

Depending on the time available for sessions, more than one meeting can be convened during a longer session.

Preparing to Teach These Lessons

1. Copy the **Meeting Agenda & Notes** template for each session for each student and also project on a teaching machine or projector or use the board if needed.
2. Each session will require each attendee to follow the agenda and take notes on the **Meeting Agenda & Notes** handout. Normally one person is designated as Secretary or recorder; however, for purposes of these learning and practice sessions, all students will be taking notes on the forms provided. One student from each Safety Team should be designated as **Committee Secretary** for each session. It is their responsibility to collect all of the notes from each of the meetings and make sure they are saved in a file and kept for future reference.
3. One safety issue has been identified for discussion and action in each session. If your setting is a technical learning and work space, also be ready to help students describe and use real-life safety issues that have been identified or injuries that have happened in your shop or workspace in addition to the issues provided. Each session will have room for one or two additional issues to be brought up, discussed, and addressed with action and follow-up, depending on time available.

Detailed Instructors Notes

5 Minutes

- A. Explain to students that they will be formed into **Safety Committee teams** for each session of this series of **Safety Committee meetings**. They will learn to identify safety issues and to discuss appropriate solutions to problems, required actions, and appropriate follow up. They will learn to discuss issues in a small group setting and record important points of information and action.
- B. Ask students: Who belongs to or has belonged to a committee? Ask those students to describe what meetings are like. Are they organized? Do they begin and end on time? Does anything actually get done? What purpose do regular meetings serve?
- Possible answers often reveal that a lot of meetings are NOT well convened (the purpose is not deemed useful or not made clear), organized, well recorded, or result in **concrete action** and **improvement** or **progress**.
 - Meeting skills are basic to almost every industry and every sector of work, yet many people do not possess or maintain good meeting skills. In this series, students will do learning and practice related to meeting skills and identification of safety issues from week to week.
 - Meeting skills include: **identifying a clear purpose for every meeting, speaking and listening, analysis of important information, critical thinking, choosing between alternatives, decision-making, and action and follow up.**
- C. Explain to students that this series will also help them develop skills that leaders must possess. By the end of the series, they will have a new and valuable skills and experience to list on their resumes.

20 Minutes Per Meeting for Meetings One - Five

- D. Divide the class into small groups that will function as Safety Committees for these sessions. Keep the same students in the same committees if possible to allow for visible improvement to be identified as the sessions progress.
- E. Distribute the agenda to the Committee Chairs for that meeting. **Use Student Handouts Meeting One Agenda – Meeting Five Agenda.** Give a copy to each student for that session and project it on a teaching projector or write it on the board.

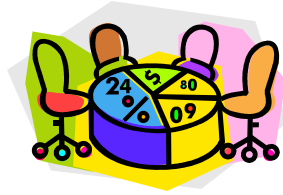
NOTE: Depending on state law and size of company, notes from Safety Committee meetings may need to be completed on official forms and kept for certain periods of time. For this series, informal templates are provided. You may want to ask students to research and report on what forms are required in your state or locality.

- F. In the large group setting, go over the safety issue as described as the first agenda item for the session. Tell the students they will have 20 minutes to brainstorm solutions to this issue and decide on actions to take, by whom and by when.
- G. Tell students that, if there is time, additional issues should be brought up and discussed. (You may choose to provide additional issues appropriate to your setting each session, as time is available).

- H. Remind students that each week, one student per committee will be tasked with finding out the OR OSHA regulation related to the issues that are up for discussion and action.
- I. Also tell students that each week there will be a follow up on the prior week's agenda items and action to see if actions were carried out correctly and on time.

5 minutes

- J. To conclude each session, ask students to comment on how their meetings are going. Ask for specific recommendations for improvement.
- K. Optional homework: Ask students to research a particular safety issue that you have identified or chosen to find out what state and local regulations are regarding that issue.
- L. Consider inviting a local OSHA person to attend one of the sessions and to take questions from students.



Safety Committees:
Agenda for Meeting One

Purpose for Today's Meeting: To identify, discuss, and act on safety issues, problems, hazards, behaviors that need to be attended to in order **to provide a safe workplace for every employee every day.**

Today's Safety Committee Chair: _____

Today's Safety Committee Secretary: _____

- **The Committee Chair** will run today's meeting, making sure all of the agenda items are covered and all necessary actions taken.
- **The secretary** shall distribute **Notes forms** to all committee members. Every person is expected to take notes from the meeting and turn those notes into the secretary at the end of the meeting.

AGENDA FOR: (TODAY'S DATE) _____

1. The chair will introduce a safety issue for today's consideration and action: It has been brought to attention that the workspace is being left in a cluttered condition, with cords and leftover wood and nails scattered on the floor, causing the potential for a trip and fall injury situation. What are possible solutions to this problem?
2. Brainstorm possible solutions and note them here:

3. What actions will be taken, by when, and by whom? (List here):

Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____

Are there additional safety issues to be discussed today?

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

At the end of today's meeting, the **Secretary** will collect notes from all of the committee members. The **Chair** asks all team members to be aware of and bring to the committee any safety issues or hazards that they see during the time between sessions.



Safety Committees:
Agenda for Meeting Two

Purpose for Today's Meeting: To identify, discuss, and act on safety issues, problems, hazards, behaviors that need to be attended to in order **to provide a safe workplace for every employee every day.**

Today's Safety Committee Chair: _____

Today's Safety Committee Secretary: _____

- **The Committee Chair** will run today's meeting, making sure all of the agenda items are covered and all necessary actions taken.
- **The secretary** shall distribute **Notes forms** to all committee members. Every person is expected to take notes from the meeting and turn those notes into the secretary at the end of the meeting.

AGENDA FOR: (TODAY'S DATE) _____

4. The chair will introduce a safety issue for today's consideration and action: It has been brought to attention that there are several people who are not wearing the proper personal protective equipment while in the workspace. Several people have been seen without their safety glasses and/or proper attire. This is a potential hazard for many kinds of accidents and injuries.
5. Brainstorm possible solutions and note them here:

6. What actions will be taken, by when, and by whom? (List here):

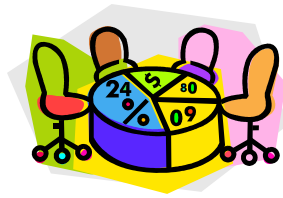
Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____

Are there additional safety issues to be discussed today?

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting:_____		

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting:_____		

At the end of today's meeting, the **Secretary** will collect notes from all of the committee members. The **Chair** asks all team members to be aware of and bring to the committee any safety issues or hazards that they see during the time between sessions.



Safety Committees:

Agenda for Meeting Three

Purpose for Today's Meeting: To identify, discuss, and act on safety issues, problems, hazards, behaviors that need to be attended to in order **to provide a safe workplace for every employee every day.**

Today's Safety Committee Chair: _____

Today's Safety Committee Secretary: _____

- **The Committee Chair** will run today's meeting, making sure all of the agenda items are covered and all necessary actions taken.
- **The secretary** shall distribute **Notes forms** to all committee members. Every person is expected to take notes from the meeting and turn those notes into the secretary at the end of the meeting.

AGENDA FOR: (TODAY'S DATE) _____

7. The chair will introduce a safety issue for today's consideration and action: It has been brought to attention there are at least two people who are new to the group that have not been properly trained on the equipment being used, particularly the power tools. There have been several times when people have almost been injured. This is a serious hazard and could result in serious injuries.

8. Brainstorm possible solutions and note them here:

9. What actions will be taken, by when, and by whom? (List here):

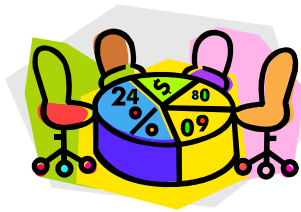
Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____

Are there additional safety issues to be discussed today?

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: (What will be done, by whom and by when) <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

At the end of today's meeting, the **Secretary** will collect notes from all of the committee members. The **Chair** asks all team members to be aware of and bring to the committee any safety issues or hazards that they see during the time between sessions.



Safety Committees:
Agenda for Meeting Four

Purpose for Today's Meeting: To identify, discuss, and act on safety issues, problems, hazards, behaviors that need to be attended to in order **to provide a safe workplace for every employee every day.**

Today's Safety Committee Chair: _____

Today's Safety Committee Secretary: _____

- **The Committee Chair** will run today's meeting, making sure all of the agenda items are covered and all necessary actions taken.
- **The secretary** shall distribute **Notes forms** to all committee members. Every person is expected to take notes from the meeting and turn those notes into the secretary at the end of the meeting.

AGENDA FOR: (TODAY'S DATE) _____

10. The chair will introduce a safety issue for today's consideration and action: It has been brought to attention that people have been feeling ill during or after working in the workspace on hot days. The temperature in the workspace can reach 90 degrees or over on some days.

11. Brainstorm possible solutions and note them here:

12. What actions will be taken, by when, and by whom? (List here):

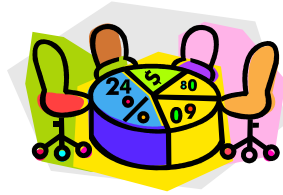
Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____

Are there additional safety issues to be discussed today?

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: <i>(What will be done, by whom and by when)</i> <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: <i>(What will be done, by whom and by when)</i> <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

At the end of today's meeting, the **Secretary** will collect notes from all of the committee members. The **Chair** asks all team members to be aware of and bring to the committee any safety issues or hazards that they see during the time between sessions.



Safety Committees:
Agenda for Meeting Five

Purpose for Today's Meeting: To identify, discuss, and act on safety issues, problems, hazards, behaviors that need to be attended to in order **to provide a safe workplace for every employee every day.**

Today's Safety Committee Chair: _____

Today's Safety Committee Secretary: _____

- **The Committee Chair** will run today's meeting, making sure all of the agenda items are covered and all necessary actions taken.
- **The secretary** shall distribute **Notes forms** to all committee members. Every person is expected to take notes from the meeting and turn those notes into the secretary at the end of the meeting.

AGENDA FOR: (TODAY'S DATE) _____

13. The chair will introduce a safety issue for today's consideration and action: It has been brought to attention that the emergency plan for the company needs to be reviewed and updated.

14. Brainstorm important components that should be in the plan:

15. What actions will be taken to update and publicize the new plan? by when, and by whom? (List here):

Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____

Are there additional safety issues to be discussed today?

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: <i>(What will be done, by whom and by when)</i> <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

<u>Describe an Issue:</u>		
Causes	Possible Solutions	Resources Needed
Decision & Action: <i>(What will be done, by whom and by when)</i> <input type="checkbox"/> Name of person who will check the OR OSHA regulation relating to this issue by the next meeting: _____		

At the end of today's meeting, the **Secretary** will collect notes from all of the committee members. The **Chair** asks all team members to be aware of and bring to the committee any safety issues or hazards that they see during the time between sessions.