

Safety committee evaluation checklist

After you start your safety committee, use this checklist to determine if it's necessary to do any fine-tuning to make it more effective.

To do	Done	Item
<input type="checkbox"/>	<input type="checkbox"/>	The safety committee is composed of an equal number of employer and employee representatives.
<input type="checkbox"/>	<input type="checkbox"/>	Employee representatives are volunteers or elected by their peers.
<input type="checkbox"/>	<input type="checkbox"/>	There are at least four representatives on the committee if the workplace has more than 20 employees – at least two representatives if the workplace has 20 or fewer employees.
<input type="checkbox"/>	<input type="checkbox"/>	The representatives elect the committee chairperson.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives are paid their regular wages during safety committee training and meetings.
<input type="checkbox"/>	<input type="checkbox"/>	Employee representatives serve on the committee for at least one year.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives' terms of service are staggered so that at least one experienced representative is always on the committee.
<input type="checkbox"/>	<input type="checkbox"/>	Reasonable efforts are made to ensure that committee representatives represent the company's major work activities.
<input type="checkbox"/>	<input type="checkbox"/>	The committee meets monthly except when representatives schedule quarterly workplace inspections.
<input type="checkbox"/>	<input type="checkbox"/>	Committee meetings follow a written agenda.
<input type="checkbox"/>	<input type="checkbox"/>	The minutes for each meeting are maintained for at least three years.
<input type="checkbox"/>	<input type="checkbox"/>	Minutes are available to all employees.
<input type="checkbox"/>	<input type="checkbox"/>	All reports, evaluations, and recommendations are included in the minutes.
<input type="checkbox"/>	<input type="checkbox"/>	Management has a reasonable time to respond in writing to the committee's recommendations.
<input type="checkbox"/>	<input type="checkbox"/>	The committee has a method for collecting and reviewing employees' safety-related suggestions and reports of hazards.

<input type="checkbox"/>	<input type="checkbox"/>	The committee assists management in evaluating and improving the workplace safety and health program.
<input type="checkbox"/>	<input type="checkbox"/>	The committee's quarterly inspection team follows a standard procedure for identifying safety and health hazards during its inspections.
<input type="checkbox"/>	<input type="checkbox"/>	The inspection team includes employer and employee representatives.
<input type="checkbox"/>	<input type="checkbox"/>	The inspection team documents the location and identity of workplace hazards.
<input type="checkbox"/>	<input type="checkbox"/>	The inspection team – or other persons designated by the committee – inspects satellite locations quarterly.
<input type="checkbox"/>	<input type="checkbox"/>	The committee has a procedure for reviewing the team's quarterly inspection reports.
<input type="checkbox"/>	<input type="checkbox"/>	The committee recommends to management ways to control hazards and unsafe work practices.
<input type="checkbox"/>	<input type="checkbox"/>	The committee makes recommendations to ensure all employees are accountable for following safe work practices.
<input type="checkbox"/>	<input type="checkbox"/>	The committee has a procedure for investigating workplace accidents, illnesses, and deaths.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives understand the purpose of their safety committee and know how it functions.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives have access to applicable occupational safety and health rules.
<input type="checkbox"/>	<input type="checkbox"/>	Representatives have received safety training for identifying workplace hazards and investigating accidents.