

SECTION 7.04 – SITE SAFETY COMMITTEES

Contact: Safety & Security @ Extension 5228

A. **Overview**

The purpose of the site safety committees is to assist in the detection and elimination of unsafe conditions and work procedures.

B. **Reference**

[Accident Prevention Program – Employee Handbook](#)

C. **Guidelines**

- Employees shall elect representatives from each work group at their site.
- The terms of employee elected members shall be one year. Vacancies will be filled by electing a new representative.
- The chairperson shall be elected by the committee.
- The committee will meet a minimum of three (3) times annually.
- The committee shall determine date, time, and location of the meetings.
- The original [minutes](#) will be filed and maintained for one year, per the [Record Retention Manual](#). Copies will be provided to the appropriate safety official and posted on all site safety bulletin boards (see [Section 7.05](#)).

D. **Scope of Activities**

- Conduct in-house safety inspections.
- Assist in accident investigation to identify trends.
- Review accident reports.
- Accept and evaluate employee suggestions.
- Review job procedures and recommend improvements.
- Monitor safety program effectiveness.
- Promote and publicize safety.