



Energize Your Safety Committee

Create a Vision Statement

Keep it short and inspiring: "We want every employee to go home safely every day." Post it for everyone to see. Consider having employees sign it. Review it frequently at safety committee meetings.

Know Your Purpose

Develop a safety committee charter. Outline specific roles and responsibilities. Emphasize that members can make a difference by preventing injuries, improving profitability, and ensuring legal compliance.

Recruit Safety Champions

Find members with energy and enthusiasm for workplace safety. Ask what they need to stay engaged. Keep a good balance of employees and management. Change members periodically to bring in fresh ideas.

Get Support from Senior Management

Ask top management to write and sign a safety policy statement. Remind supervisors to support all safety efforts. Invite executives to attend meetings. Seek financial and management resources.

Set Meaningful Goals

Use proactive measures to assess safety performance, such as the number of safety inspections, employees trained, and near misses reported. Focus on success.

Stay Upbeat

Share a near miss or proactive measure that prevented an injury. Promote open communication and problem solving. Invite a third party, such as your SAIF safety consultant, to observe meetings and offer feedback.

Become a High-Performance Safety Team

A team implies action and purpose. Choose a name. Follow the three "P"s for success:

- ⇒ **Planning** - Hold regular meetings and give them as much importance as other work activities.
- ⇒ **Preparation** - Publish your agenda in advance. Make it specific, timely, and relevant. Stick to it.
- ⇒ **Performance** - Have meaningful discussions, action items, and follow-up.

Involve Team Members in Meaningful Activities

Do a job hazard analysis. Assist with incident analysis. Assist with annual program review and revision. Develop safe operating procedures. Conduct safety orientations. Sponsor an ergo team.

Acknowledge Success

Make posters, t-shirts, hats, or badges to identify team members. Celebrate successes in company meetings. Nominate employees who made a positive contribution as "safety stars."

Provide Training and Enrichment

Invite outside speakers. Support attendance at OSHA classes and American Society of Safety Engineers meetings. Encourage fun and creativity.