



# Effective Safety Committees

In 2003, 4,500 American workers were killed as a result of an unintentional injury. Another 3.4 million suffered disabling injuries on the job.

## Program Includes:

- Video or DVD
- Administrative Materials
- Software Templates

**Video Length:** 16 minutes

- Available in Spanish

Blueprints for Safety  
www.utahsafetycouncil.org

## PROGRAM OVERVIEW:

Keeping your employees safe and free of injury should always be a top priority, but you may often feel overwhelmed with the number of safety issues that need to be addressed. This training program addresses your concerns as you begin the process of establishing a safety committee. It also answers the questions your committee members may have about their role and responsibility in the safety process.

## YOU & YOUR EMPLOYEES WILL LEARN:

- What a Safety Committee Is
- Steps for Organizing an Effective Committee
- The Safety Improvement Process
- How Each Member of the Committee Can Make a Valuable Contribution
- Purpose, Objectives, Authority and Responsibility of your Team
- Components and Characteristics of an Effective Committee
- Tips for Working Effectively as a Group

## PROGRAM CONTENTS:

- Explanation of the OSHA Requirements
- Step-by-step Instructions for How to Develop Your Effective Safety Committee Program
- Written Program Development
- Safety Committee Written Program
- Recordkeeping Forms:

*Job Safety Analysis*

*Safety Committee Minutes*

*Safety Action Sheet*

*Safety Committee Mission Statement Worksheet*

*Safety Committee Assessment Form*

*Safety Project Management Schedule*

*Safety Committee Meeting Planner*

*Self-Inspection Checklist*

*Safety Committee Members*

*Safety Committee Action Items*

*Safety Committee Training Record*