Effective Health and Safety Committees – Part Two

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Objectives

- At the end of the training, health and safety committee members will:
  - Establish a committee structure and process
  - Develop an action plan for the year that identifies one – two priority health and safety issues to work on
What’s Your Vision?

In the best of all worlds.................
Elements of a Successful Committee

- Having a committee that reflects the membership
- Setting priorities that are reasonable and attainable
- Having regular meeting times and clear roles of committee members
- Keeping minutes and following through on member issues
- Gathering information
- Training and education
- Conducting investigations
- Investigating incidents
- Keeping in touch with the leadership and membership
Review Function and Process for Joint Committees

- Management and unions should each appoint their own members to the committee
- Equal number of management and union representatives is ideal
- Representatives from several sites or schools is important
- Rotation of representatives is important
- Management representative with the latitude to act upon the committee’s recommendation is essential (budgetary authority as well as expertise)
How are we to function?

So, we all have a vision!

Now, how are we going to organize our selves to fulfill the vision?

Where to Start?
Defining the purpose of the committee and your overall goals through a mission statement.
Mission Statements

Why are mission statements important?

– Provides direction.
– Defines purpose – i.e. why do we exist?
– A safety net or beacon when the committee loses its sense of direction.
Tips for Mission Statements

• What is the role of health and safety committee?
  • Complaint investigations?
  • Training?

  – What are the powers of the health and safety committee?
    • Access to records?
    • Recommendations to employer?
Drafting Your Mission Statement

- What’s the committee’s “vision” (short and sweet)
- What’s the purpose of the Health and Safety Committee (five or six bullets)
Establishing a Committee

**Step #1:**
- What roles and associated responsibilities need to be established?
  - Chair person
  - Vice chair
  - Committee members
  - Subcommittees
- How will these roles be determined?
- How long will people serve in these roles?
- Will there be alternates?
- Will there be subcommittees for specific tasks?
Establishing a Committee

Step #2:

- How often should the committee meet?
- How will the agenda be established?
- Who should take minutes and how will they be approved and distributed?
Establishing a Committee

Step #3:

• How will decisions be made within the committee?

• How will conflicts be resolved?
Key Concepts for Conflict Resolution

• Simple communication is at the heart of conflict resolution

• Important skills include:
  – Listening to each other and seeking to understand the problem
  – Flexibility and willingness to change
  – Respecting the opinion of others and agreeing to sometimes disagree
  – Democracy – majority rules
Establishing a Committee

Step #4:

• How will you communicate with members/stakeholders?

• How will you keep the membership involved in the process?
Keeping our Members Engaged

What are their issues?

- How do you find out?
- How often do you ask?

What needs to be put into place to obtain H&S related suggestions, reports of hazards or other information directly?
Preventive Approach

- Will the committee take a preventative approach, such as:
  - Getting involved in long-range planning on equipment
  - Renovations
  - Employee trainings, etc.?

- Who will you be dealing with in management?
Homework Review
Making Recommendations

• How will recommendations on ways to eliminate or correct hazards and unsafe work practices be made to leadership and administrators?

• What will be the plan if recommendations aren’t addressed?
Next Steps – Your Homework Assignment!

• What is the most important health and safety issue within your facility that the committee should address first?

• What do you think you need to be effective and how will you go about accomplishing that?

• How does your solution benefit:
  – The union?
  – The employer?
  – The community?