Safety Committee
State of West Virginia

Presented By: Chuck Baldwin, Senior Safety Loss Consultant
Learning Objectives

• Understand safety committee operations

• Understand basic hazard detection and inspection methods

• Understand (and apply) basic accident / near miss investigation techniques
Safety Committee Purpose

• Improve safety & health in the workplace

• Generate ideas for improving safety & health

• Inform and educate employees on safe practices

• Stimulate employee interest & involvement in the safety function
Safety Committee Authority

• Extent should be determined and communicated to all employees; e.g.:
  • Empowered and endorsed by top management
  • Promotes safety within the organization
  • Acts as a recommending body
  • Investigate incidents
  • Implement changes
Workplace Safety Committees

Role and Function
Managements Responsibilities

• Provide support (time, effort, money)
• Promote positive effects of Committee activities on individual basis or at group meetings
• Support training for Committee members
• Enforce safety policies and procedures
• Attend Committee meetings
Employees Responsibilities

• Follow safe practices/procedures
• Identify safety and health hazards
• Report all unsafe conditions and practices
• Make suggestions for improving workplace safety
Members Responsibilities

• Attend meetings
• Notify all employees in your area that you are their representative on the Committee
• Be watchful for unsafe conditions and acts and report them
• Be responsive to employee concerns; follow up
• Ask employees for safety suggestions and concerns
• Discuss safety issues with employees
Safety Committee Meetings

- Must have formal (documented) monthly meetings with Agenda & Minutes
- Hold meetings on same day and time of month
- Must have a quorum
- Must post the meeting minutes
Safety Committee Activities

- Review & update safety training
- Develop safety work practices
- Recommend use of safety equipment/devices
- Incident report reviews
- Action items from reports & safety inspections
- Avenue for employee safety-related issues
Workplace Safety Committees

Hazard Detection and Identification
Hazard Detection & Inspection

- What is a hazard?
- What methods can be used to identify hazards?
- Why perform safety inspections?
- What should I look for?
- What standards do I reference?
- How do I perform the inspection?
- How do I document the inspection?
HAZARD - An unsafe condition or activity that, if left uncontrolled, can contribute to an incident

Defined by: National Safety Council
Types of Workplace Hazards

- Biological
- Chemical
- Ergonomic
- Physical
Hazard Detection & Identification

- The following list shows the main ways to identify hazards:
  - Walkthrough Surveys
  - Inspection Checklists
  - Past Records
  - Incident Investigations
  - JSA/JHA
  - Documentation
  - Loss History
Purpose of Safety Inspections

- Identify potential hazards so they are corrected before an injury occurs
- Implement or improve safety programs
- Increase safety awareness
- Display concern for worker’s safety
- Communicate safety standards of performance
What to Look for

**High Hazard Areas:** Equipment and operations that involve *energy transfer* including: chemical, mechanical, pneumatic, physical, electrical, gravitational, etc. (Unsafe Conditions)

**Procedures and behaviors, including:** Use of protective equipment, safe operating speeds, following proper procedures, horseplay, inattentive behavior, etc. (Unsafe Acts)
How to Conduct an Inspection

• Observe processes, equipment, and work locations for unsafe conditions
• Obtain comments and suggestions from employees
• Review Records such as training, Safety Data Sheets, Incident Reports, etc.
• Formulate recommendations
• Report findings to management
• Follow-up for implementation
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<thead>
<tr>
<th>LOCATION</th>
<th>INSPECTION TEAM</th>
<th>INSPECTION DATE</th>
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<td>CSHS Policy / Role/Responsibilities Community and posted</td>
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<td>CSHS Administrative Standards: Tool Kit</td>
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<td>Electrical circuits, covers, plates good condition</td>
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<td>Storage rooms, shelves, cabinets, and equipment etc. security/heat/ good condition</td>
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<td>Elevator/mechanical utility rooms kept locked</td>
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<td>Adequate lighting interior and exterior</td>
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<td>Stairways/stairs/escalators unobstructed</td>
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<td>Building free of accumulations of dust, debris or combustible materials</td>
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<td>Walking/standing surfaces free of standing water, tripping hazards,</td>
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<td>Mechanical/buffer rooms labelled as restricted areas and not used for storage</td>
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<td>Confined spaces identified and labeled</td>
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<td>Propane and gasoline storage outside building in approved storage area</td>
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<td>FIRST AID /EMERGENCY PREPAREDNESS</td>
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<td>First Aid Kits - adequate No. &amp; maintained</td>
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See enclosed “Health and Safety Inspection Report” for additional comments and recommendations.

MODE: “A” means Acceptable, “A” means Needs Improvement, “N/A” means Not Applicable or Unable to assess during this inspection.

Additional checklists or other specific areas / operations (e.g. shops, CUNO labs, science labs, etc.) are available on request.

Counsel: January 2006
Revised: December 2006
What’s Wrong Here?

- Identify the Hazards
Hazard Identification Summary

• Conduct a hazard assessment of the workplace
• Correct identified hazards
• Train employees in safety and health policies and procedures
• Keep the process up-to-date and effective
Hazard Identification Summary

• A hazard left uncorrected is an incident *postponed*.

• A hazard corrected is an incident *prevented*.
Workplace Safety Committees

Incident Investigation and Reporting
Incident Investigation & Reporting

• What is an incident?
• What are the causes of an incident?
• How do I investigate an incident?
• What should I put in my report?
• What’s next?
Incident Investigation & Reporting

What is an incident?

An uncontrolled and/or unplanned release of energy that causes or contributes to illness, injury, death and/or damage to property, equipment, or materials.

All incidents have a cause and effect
Incident Ratio Model

- 3,000 Unsafe Acts, Behaviors or Conditions
- 300 Near Miss
- 29 Minor Injury
- 1 Death or Serious Injury

Most Incident Investigations Conducted
Few Investigations Conducted
Who Should Do the Investigation?

- First Line supervisor
- Safety Committee
- Safety Director/Safety Person
- All of the above
- A combination of the above
Near Miss

• What is a near miss and how to identify

• Why near misses are important

• How to encourage near miss reporting
What is a Near Miss?

- Near Miss - is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.
Questions?