

# CHECKLIST | WORKPLACE SAFETY COMMITTEE ASSESSMENT



Date:

Review conducted by:

Safety committees help organizations prevent workplace injuries and illnesses. However, managing an effective committee takes effort, planning and coordination. This assessment is designed to assist organizations in auditing their workplace safety committees to ensure they run smoothly and foster a strong safety culture.

This checklist is intended to be a guide. It should be noted that requirements for workplace health and safety committees vary by state. This checklist is neither meant to be exhaustive nor construed as legal advice.

DEVELOPMENT AND COMPOSITION OF THE SAFETY COMMITTEE	YES	NO	N/A
Is the safety committee composed of the proper number of total members as required by law? <ul style="list-style-type: none"> <li>In the absence of legal requirements related to the size of the committee, does the safety committee have a sufficient number of members to achieve its goals and required duties?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the safety committee composed of the proper number of employer and employee representatives as required by law? <ul style="list-style-type: none"> <li>In the absence of legal requirements related to the composition of the committee members, does the safety committee have an equal number of employer and employee representatives?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee members selected in compliance with all applicable laws? <ul style="list-style-type: none"> <li>In the absence of a legal requirement, are employee committee members either volunteers or elected by their peers?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the safety committee chairperson elected in compliance with all applicable laws? <ul style="list-style-type: none"> <li>In the absence of legal requirements, is the chairperson elected by the safety committee?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are reasonable efforts made to ensure that committee members represent the primary work performed by the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization provide committee members training on their duties and responsibilities as a committee member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do safety committee members have access to all applicable health and safety rules that relate to the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee members trained on the purpose and operations of the committee, the rules of the committee, hazard identification and the principles of accident investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For employers subject to collective bargaining agreements, is the safety committee established in accordance with the agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees aware of the safety committee, who is on it, when it meets, and how information is shared between management and workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization provide the safety committee with resources and facilities to help it perform its duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the organization respond to recommendations from the safety committee within a reasonable time frame?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>SAFETY COMMITTEE MEETINGS AND RECORDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does the safety committee hold meetings at a frequency required by all applicable laws? <ul style="list-style-type: none"> <li>In the absence of a legal requirement, does the safety committee meet on at least a monthly or quarterly basis?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee conduct meetings based on a written agenda prepared in advance of all meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are minutes recorded for each safety committee meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the minutes for meetings available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee meeting minutes retained in compliance with all applicable laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee members compensated at their regular rate of pay for their participation in safety committee meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do safety committee meetings include a call to order, a review of old business and outstanding to-do items, a review of workplace health and safety incidents, a review of inspection reports, a discussion of new business, and health and safety recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all report evaluations and recommendations made by the safety committee included in the safety committee meeting minutes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the information presented at safety committee meetings presented in a manner that all participants can understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety committee records, including meeting notes and recommendations, retained in compliance with all applicable laws?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>SAFETY COMMITTEE ACTIVITIES AND RESPONSIBILITIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does the safety committee review all incidents resulting in work-related deaths, injuries, illnesses and near misses and make recommendations to prevent further occurrences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee monitor workplace accidents, near misses, and injury and illness statistics to determine trends and problem areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the safety committee developed a system to obtain safety-related suggestions, reports of hazards and other safety-related information from employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee review and evaluate the organization's health and safety programs on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee review and evaluate health and safety information recommendations from all sources, including safety inspections, employee suggestions and complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee regularly make written recommendations for improving the organization's health and safety programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Does the safety committee review safety training needs and current training programs for adequacy and compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee help the organization develop safety rules, policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the safety committee conduct workplace health and safety inspections on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Following a workplace safety inspection by the committee, does the inspection team provide a written report that includes the location and type of hazard that was identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the safety committee evaluated the organization's health and safety accountability system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For more risk management guidance, contact us today.