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## SAFETY COMMITTEE COMPASS TOOL

*(There are additional tools on the Website to help implement the following recommendations and strategies)*

### ***I. What is the Mission Goal of your Safety Committee? Is it aligned with organization goals, and operational goals?***

1. ***Clarify the Role*** of this Safety Committee.
2. Describe what ***Safety Performance*** is, how it impacts your operations, and what operational factors affect Safety Performance.
3. Ensure that ***mission goals are aligned*** and be ready to “**Drive the Safety Committee**” in a concerted direction towards organization goals, with an eye towards achieving Safety Performance.
4. Follow your **Written Health & Safety Plan**, and Make Adjustments as Necessary to ***keep it accurate, fresh and relevant***.

### ***II. Formulate Strategy Plan***

1. **Identify & Monitor Hazards:** Learn about “*Risk Assessments*”, conduct your own in-house periodic Self-Inspections, Consultant Audits, Employee Feedback.
2. **Develop Abatement Methods:** Try different ideas to ***remove, or at least minimize*** the hazards, and ***root causes*** of repeated injuries and “*near-misses*”.
3. **Develop a System of Follow-Up:** Follow-up is key to determine if your efforts were effective or not in stemming the problem. If so, then give yourselves credit, make it formal for the record, and celebrate! If not, then the Committee needs to reprioritize this item again for action. Otherwise, the problem continues to exist, in a neglected manner even after some attention had been paid.
4. **Identify Benchmarks to Evaluate Effectiveness:** Benchmark safety performance by comparing ***workers’ comp claims numbers, OSHA injury and loss time case rates*** numbers. Be careful to try to use “rates” which are more accurate, instead of raw numbers that can be misleading. Meanwhile, just as importantly, if not more so, compare ***Safety Committee activities, actions, efforts, and successes*** for benchmark. Also, ***Comprehensive Program Audits*** is also a good management benchmark tool that reviews the caliber and effectiveness of safety management systems.

## *II. Communication Channel*

1. **Have meaningful Top Management Participation, or at the very least, Report to Top Management:** *How do/would employees know this is for real?*
2. **Design for & Encourage Feedback & Employee Participation:** Suggestion Boxes, consistent solicitation by managers, supervisors, human resources, newsletters, postings, etc., tenured employee participation in Safety Committees, systemized solicitation for employee feedback in equipment purchases, workflow design, event planning, etc.
3. **Provide Timely & Efficient Responses to Employees:** It is critical to respond to employee feedback immediately, at least with a “Thank you for responding, we value your feedback very much.” This should be followed as soon as possible, with a response about their suggestions or complaint, etc. It should reflect appreciation for their effort, the careful review and evaluation of their submission, and the decision on how to respond (put on priority list, put on next quarter or next year list, declined to act on because of XYZ, etc.). *Whether it is in agreement or not with the employee. It is important to respond as immediately as possible.*
4. **Post Safety Committee Minutes & Other Forms of Communiqué** as much as possible.

## *II. Initiate, Monitor, and Review Safety Activities Within the Realm of the Safety Committee’s Role & Authority*

1. **Achieving Competency in Self-Inspections:** Training managers, supervisors and staff to be able to conduct these competently at their appropriate levels, and to report them properly. This includes what should be reported, how, through what channels, within what time frames, etc.
2. **OSHA & Other Regulatory Compliance Issues:** Safety Committee is a natural work group to drive, to oversee, or at the very least, to participate in OSHA and related regulatory compliance directives.
3. **Accident & Incident Analysis & Trends Review:** Become savvy at reviewing, analyzing and understanding the available data so that the Committee can derive as much value from this as possible to help prioritize, identify trends, discern probability, and identify hazards, conduct long perspective benchmarks and assess risks.