

NBSIA Member Services Safety Bulletin

December 2020

HEALTH AND SAFETY COMMITTEE

A health and safety committee provides a forum for employees and management to work together to solve health and safety problems. An effective committee can help prevent injury and illness on the job; increase awareness of health and safety issues among employees, supervisors, and managers; and develop strategies to make the school environment safe and healthy.

Hazard Identification, Evaluation, and Control

- Review injury data, accident reports, and workers' compensation records.
- Conduct regular walkaround inspections to identify potential health and safety hazards.
- Establish or improve procedures for employees to report safety hazards or suggest improvements without fear of reprisal.

Information and Education

- Respond to concerns raised by employees and supervisors.
- Keep employees and supervisors informed about the committee's activities.

Committee Membership and Procedures

- Make sure there is representation of both employees and supervisors.
- Have employees or their union pick their own representatives.
- Make sure there are administrators on the committee who have the authority to make decisions.
- Choose members who will be active and productive team players. Both management and employee representatives should be fully committed to the committee's work.
- Make sure management and employee representatives share responsibility for setting agendas and goals, chairing meetings, and taking on specific tasks.
- Agree on guidelines for effective communication and mutual respect among committee members.
- Establish procedures for employees to report hazards or suggest safety improvements to the committee without fear of reprisal.

Resources Needed

- Send the agenda and other relevant committee information to committee members and other interested parties at least five days prior to the meeting.
- Review minutes from the last meeting and check on the status of any pending actions.
- Review any concerns and suggestions from employees or supervisors so they can be brought to the committee.

Running a Productive Meeting

- Start on time.
 - Establish the ground rules: Ensure there is agreement on process. For example, will disagreements be resolved by formal votes?
 - Seek approval of the agenda by participants. Revise if needed.
 - Introduce new members and guests.
 - Set clear time limits for discussion of agenda items.
 - Review action items from the previous meeting.
 - Keep good minutes of the meeting to document decisions made.
 - Establish action items and responsibilities: Who, what, and when?
 - Set the date, time, and place of the next meeting, and develop a preliminary agenda.
 - Evaluate the meeting. Were expectations met? Was the agenda followed? Were problems resolved? Can future meetings be improved?
 - Close the meeting on time and on a positive note.
- Meeting Follow-up
- Prepare the meeting minutes.
 - Distribute and/or post the minutes.
 - Follow up on action items and publicize your successes.



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