

WEM HSE

Chapter 2 - Safety Committee

Policy

WEM is committed to accident prevention to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly, and preventable. To prevent these losses, a joint management / worker safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace for all employees.

Responsibilities

WEM Safety Committee members are: Designated at the time of the meeting or incident from affected employees.

The Safety Committee will meet a minimum of four times per year.

Committee Goal

Our Company will strive to meet the following goals:

- Minimize injury and illness in the workplace
- Open the lines of communication between management and employees concerning safety at every level of The Company
- Improve the safety of facilities(s) and equipment for a better work environment

Mission Statement

It is our Company and Committee's goal to create clear avenues of communication among management and staff to create a safe working environment.

Company Commitment

WEM is committed to excelling at safety, and will support the safety, and will support the safety committee's purpose and recommendations.

Communication of Safety Matters

The committee will handle all safety issues with diligence. We hope to encourage an atmosphere where all employees report safety violations or concerns, ask questions, seek training, or come to us with any safety issues.

Purpose

The purpose of our safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

Organization

There will be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives, if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, then they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year.

Committee membership terms will be staggered so that at least one experienced member is always on the committee.

Extent of Authority

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee, and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time.

Functions

- Committee meetings and employee involvement
- Hazard assessment and control
- Safety and health planning
- Evaluation of accountability system
- Evaluation of management commitment to workplace safety and health
- Evaluation of accident and incident investigation program
- Safety and health training

Recommendations

All recommendations submitted to management must be written and should be clear and concise; provide reasons for implementation; give recommended options; show implementation costs and recommended completion dates; list benefits to be gained.

Procedures

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- Meeting date, time, and location (Safety Committee Meeting Agenda)
- Election of chairperson and secretary
- Order of business
- Records (Safety Committee Meeting Minutes)

Duties of each member must include, but not be limited to:

- Reporting unsafe conditions and practices
- Attending all safety and health meetings
- Reviewing all accidents and near-misses
- Recommending ideas for improving safety and health
- Working in a safe and healthful manner
- Observing how safety and health is enforced in the workplace
- Completing assignments given to them by the chairperson
- Acting as a work area representative in matters of health and safety
- Others as determined by Company safety and health needs

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The Safety Coordinator(s) and / or Safety Committee Members

WEM has designated:

Safety Coordinator	Field Superintendent
Safety Coordinator	HSE Manager
Safety Committee Chair	Affected Program Forman
Safety Committee Vice-chairman	Forman
Safety Committee Alternate Chair / Vice-chair	Office Manager

It is the duty of the HSE Manager, to assist the Supervisor / Foreman and all other levels of Management in the initiation, education, and execution of an effective safety program.

Procedures

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthful workplace. It is easy to start a safety committee, but developing an effective one — one that achieves and maintains a safe, healthful workplace — requires workers and managers who are committed to achieving that goal. Effective safety committees find solutions to problems that cause workplace accidents, illnesses, and injuries. Fewer accidents, injuries, and illnesses mean lower Workers Compensation claims, costs and insurance rates.

Understanding the Safety Committee's Seven Essential Activities

Anyone can start a safety committee, but, to make it effective, the committee must be built on a foundation of management commitment and must be accountable for achieving its goals. The committee must do the following:

- Involve employees in achieving the committee's goals
- Identify workplace hazards
- Review reports of accidents and near misses
- Keep accurate records of committee activities
- Evaluate its strengths and weaknesses

Commitment

The committee will not survive without management support. Management demonstrates support by encouraging employees to get involved in achieving a safe, healthful workplace and by acting on the committee's recommendations. Representatives demonstrate commitment by attending committee meetings, following through on their assigned tasks, and encouraging other employees to get involved in identifying hazards.

Accountability

Representatives should understand that the committee expects them to contribute; each representative shares responsibility for accomplishing the safety committee goals, which benefit everyone who works for The Company.

The safety committee is also responsible for monitoring how management holds employees accountable for working safely and for recommending ways to strengthen accountability.

Employee Involvement

To become effective, a safety committee needs help from everyone in The Company. The safety committee must have a method for employees to report hazards and to offer safety suggestions.

Ways the safety committee can encourage employees to get involved:

- Encourage employees to report hazards and unsafe work practices to a safety-committee representative
- Act on employee suggestions and recognize their contributions to a safer workplace
- Promote the committee's activities and accomplishments

Make sure employees know that you are starting a safety committee. Tell them why you are starting the committee, described it's role in the Company's HSE program, and explain management commitment to the committee.

You can inform employees in writing or meet with them to promote the committee and to answer questions.

Hazard Identification

The safety committee plays an important role in keeping the workplace hazard-free:

- Ensure that representatives know how to recognize hazards and understand basic principles for controlling them

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- Focus on identifying hazards and unsafe work practices that are likely to cause serious injuries Conduct thorough workplace inspections at least quarterly
- Document hazards during quarterly inspections and discuss how to control them at regular safety committee meetings
- Include employer and employee representatives on the inspection team

Accident Investigation

The committee must have a procedure for investigating all workplace accidents, illness, and deaths. It is not necessary for the committee to conduct accident investigations or to participate in investigations; however, the committee should ensure that management does so. The committee should also carefully review accident reports to help management identify accident causes and determine how to control them.

Recordkeeping

You may not think of record keeping as an essential activity, but accurate, well-organized records document the committee's accomplishments and can inform the committee what it needs to do to improve.

The following documents are required for the safety committee's file:

- Accurate minutes of each safety committee meeting
- Committee reports, evaluations, and recommendations
- Management's response to committee recommendations
- Employee safety suggestions and hazard concerns

Evaluation

Evaluation answers the question "Are we effective?" Effective safety committees periodically evaluate their strengths and weaknesses, and the evaluation helps them set new goals.

At least once a year, schedule a half-day safety-committee meeting to accomplish the following:

- Identify the committee's achievements
- Review essential activities
- Set goals for the next year

Training Record

Trainer	
Signature	
Date	

Content of Training

Attendees (please print)
