“OUR COMPANY”

Safety Team Charter

You will want a charter for each different facility that has a safety team/committee. The charter is a specific document *per team* not a corporate-wide policy.

# Purpose

The purpose of the committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace.

# Goal

# The goal of the committee is to eliminate or reduce workplace injuries and illnesses by involving associates and managers in identifying hazards and preventing incidents.

# Objectives

The committee has {X} objectives: insert objectives here, add/delete as chosen

1) Involve associates in achieving a safe, healthful workplace;

2) Promptly review all safety-related incidents and injuries

3) Identify hazards, and recommend methods for eliminating or controlling the hazards;

4) Conduct monthly workplace inspections to evaluate the workplace safety-and-health process and recommend to management how to improve the process.

# Representatives

The committee will have {X} representatives. {X} of the representatives will represent associates from each department and {X} will represent management. Associate representatives must apply to be on the team. Management will select management representatives. Each representative will serve a continuous term of at least {X} year. Terms stagger so that at least {X} experienced representatives always serve on the committee.

You will want to have cross department representation, not just front line production and front line managers. Consider trainers, engineering, lean/continual improvement, procurement, sales, etc. Best would be to also have a Maintenance tech because they can really help you physically get stuff done.

# Chair and vice-chair

The committee will have two officers: Chair and Vice-chair. The chair will be a management representative and the vice-chair will be an associate representative.

Hope that the Chair is NOT you. It should be an operations supervisor ideally.

# Terms of service

Chair and vice-chair will each serve a {X} year term.

#### Duties of the chair (management representative)

• Schedule regular team meetings;

• Develop written agendas for conducting meeting;

• Conduct the committee meeting;

• Approve committee correspondence and reports;

• Supervise the preparation of meeting minutes.

#### Duties of the vice-chair (associate representative)

• In the absence of the chair, assume the duties of the chair;

• Perform other duties as directed by the chair.

#### Election of chair and vice-chair

The election of a new chair or vice-chair will be held during the monthly committee meeting before the month in which the incumbent’s term expires. If the chair or vice-chair leaves office before the term expires, an election will be held during the next scheduled safety team meeting; the elected officer will serve for the remainder of the term.

Elections make this official. Makes the team feel REAL and that we operate under rules.

# Training

New representatives will receive training in safety-committee functions, hazard identification, and accident-investigation procedures.

Sample trainings:

Behavior Based Safety (BBS)

Inspections and Audits

Electrical Safety

Lean/Continual Improvement

Coaching/Crucial Conversations

Spot the Hazard

Hierarchy of Controls

Fire Extinguisher

Lifting Safety

Rack Safety

Job Safety Analysis

Risk Assessment

OSHA 101

Public Speaking

# Meetings

The committee will meet every {X}, which accounts to {X} meetings per {X}. Safety Team representatives will also conduct one monthly workplace safety inspection each month.

# Attendance

Each representative will attend regularly scheduled committee meetings and participate in monthly workplace inspections and other committee activities.

# Agenda

The agenda will prescribe the order in which the committee conducts its business. The agenda will also include the following when applicable:

* A review of new safety and health concerns;
* A status report of associate safety and health concerns under review;
* A review of all workplace near misses, incidents, and injuries occurring since the last committee meeting.

# Minutes

Minutes will be recorded at each committee meeting and distributed to all associates. The committee will submit a copy of the minutes to the Chair and Facility Director. The minutes will include all reports, evaluations and recommendations of the committee. The minutes will also identify representatives who attended monthly meeting and representatives who were absent.

# Voting quorum

{X} voting representatives constitute a quorum. A majority vote of attending representatives is required to approve all safety-committee decisions. The committee will forward issues not resolved by majority vote to management for resolution.

# Associate involvement

The committee will encourage associates to identify workplace, health and safety hazards. Associates will present concerns raised by associates to the committee in writing. The committee will review new concerns at the next regularly-scheduled bimonthly meeting.

# Pre-shift meetings

The representatives will be asked to occasionally speak at pre-shift meetings conveying safety information to their team. This includes introducing themselves in their pre-shift meeting and updating associates on what actions the team has taken recently.

# Safety maintenance items

The representatives will be assigned first aid and spill kits that they are in charge of maintaining. Safety Team representatives should check their kits frequently and fill them when necessary.

# Incident investigation

The committee will review new safety- or health-related incidents at its next regularly scheduled meeting. Safety-related incidents include work-related near misses, injuries, illnesses and deaths. When necessary, the committee will provide written recommendations to management for eliminating or controlling hazards.

# Workplace inspections

The committee will conduct monthly workplace inspections of the entire facility each month. Inspection results should be turned into the Safety Team Chair.

# Written report

The committee will prepare a report for management that documents the location of all health or safety hazards found during inspection. The report will recommend options for eliminating or controlling the hazards.

**TIME EXPECTATIONS**

Committee members should be expected to devote {X} hours per {X} to safety committee duties. The breakdown of these hours are as follows

INSERT HOUR BREAKDOWN HERE

Example:

Week 1-First Aid Kit and Spill Kit Refill – 0.5 hr.

Week 2- Conduct Inspection (you choose day and time that works!) – 1 hr.

Week 3- Meet in Person (Tues, 2pm) – 1hr

Week 4- Present monthly safety topic at pre-shift- 0.25 hr.

Estimated hours per month: 2.75 hrs.

# Safety Team Representatives

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| --- | --- | --- | --- |
| **Name** | **Department** | **Shift** | **Manager** |
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