

# Safety Committee Charter & Guidelines

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## 1. Purpose

The purpose of the Safety Committee is to foster a safe and health-conscious work environment by identifying hazards, promoting safe practices, and supporting continuous improvement in workplace safety. The committee will serve as a bridge between employees and management to ensure safety concerns are addressed effectively.

## 2. Scope

The Safety Committee will monitor safety practices across departments and facilities. It will review safety policies, analyze incidents and near misses, and recommend corrective and preventive actions.

## 3. Membership

The committee may consist of 5 to 10 members representing a cross-section of the organization, including:

- Frontline employees
- Supervisors
- Safety or EHS coordinator
- HR representative
- Management representative

Members will serve 1-year terms [unless they wish to stepdown] , with the option for renewal. New members may rotate in periodically to bring fresh perspectives.

## 4. Roles and Responsibilities

- Attend and actively participate in all meetings
- Identify and report potential safety hazards
- Review incident reports and contribute to root cause analysis
- Assist in developing and communicating safety initiatives
- Promote a culture of safety within their departments
- Follow up on action items and support compliance efforts

## 5. Committee Facilitator

The committee meetings will have a Facilitator and Co-Facilitator.

Responsibilities include:

- Set agendas, facilitate meetings, and coordinate with management.
- Co-Facilitator: Support the Facilitator and act in their absence.
- Secretary (optional): Take meeting minutes and track action items.

## **6. Meetings**

The committee will meet monthly. Meetings may be held more frequently if urgent safety matters arise. Agendas and minutes will be documented and shared with all members and relevant stakeholders.

## **7. Decision-Making Process**

Decisions will be made by consensus when possible. If consensus cannot be reached, a simple majority vote will be used. All recommendations will be forwarded to management for final approval and implementation.

## **8. Communication**

The committee will maintain open communication with all employees. Safety updates, meeting summaries, and training opportunities will be posted on safety boards or shared via The Safety Zone.

## **9. Review and Evaluation**

This charter will be reviewed annually by the Safety Committee. Effectiveness will be assessed through safety performance metrics, committee participation, and employee feedback.