



Health & Safety Committees 101

Building the Foundation — Take It Back to Your Worksite!



Bee a Champion for Health & Safety at Your Worksite! Complete the tasks below within **30 days** of your workshop.

PARTICIPANT NAME _____

AGENCY / WORKSITE _____

PEF DIVISION / COUNCIL _____

DATE COMPLETED _____

1 Identify Available Resources at Your Worksite

- Locate your worksite's Health & Safety bulletin board or posting area
Note location: _____
- Find the posted SH900 log, emergency action plans, and required NYS notices
- Identify where SDS (Safety Data Sheets) are kept on-site
- Locate first aid kits, AED units, and emergency exits

2 Review Your Division/Council By-Laws

- Obtain a current copy of your Division/Council by-laws
- Identify sections related to Health & Safety committee structure and responsibilities
- Note meeting frequency required and quorum rules
- Share findings with at least one coworker or steward

3 Connect with Local Leadership & Committee Members

- Introduce yourself to your Division/Council President or designee
- Identify current H&S committee members and their roles
Names / contacts: _____
- Attend or schedule your first H&S committee meeting
Meeting date: _____
- Exchange contact info with at least two committee members
- Contact PEF H&S Department for support: **800-342-4306 x254** | HealthandSafety@pef.org

4 Identify Key Agency Contacts

- Human Resources** — Name & contact: _____
- Agency Safety Officer** — Name & contact: _____
- Facilities / Building Manager** — Name & contact: _____
- EEO / Labor Relations** — Name & contact: _____
- Save all contacts in your phone/email for quick access

5 Locate Policies, Programs & Reporting Tools

- Find your agency's Injury & Illness Prevention Program (IIPP)
- Locate the workplace violence prevention policy
- Identify the accident/incident reporting form and process
Form name / location: _____

NOTES / ACTION ITEMS

LOCAL HEALTH & SAFETY COMMITTEE CHAIR / CONTACT INFORMATION

Name: _____

Phone: _____

Email: _____

Location / Office: _____

