



## **Basic Functions of Labor/Management Health and Safety Committees**



### **Goals and Objectives**

Improve the ability of Labor and Management representatives to resolve worksite health and safety issues through:

- Hazard Identification
- Hazard Resolution
- Identification of rules, regulations, and standards
- Review of possible strategies and action steps

### **Committee Operations**

- Meet at least quarterly
- Discuss Safety and Health Policies and Procedures
- Provide communications between Labor and Management on matters relating to health and safety
- Create and maintain interest in health and safety
- Jointly identify, analyze and implement solutions to eliminate unsafe and unhealthy conditions and practices
- Make recommendations to management

### **Committee Members**

- Attend all scheduled meetings and complete assignments
- Create and maintain interest in health and safety
- Help determine committee goals objectives and implement plans
- Review Safety and Health policy and promote enforcement
- Review employee safety and health suggestions
- Review employee training records to determine if staff has received adequate training
- Participate in on-site inspections
- Review injury/illness logs and incident reports
- Review workers' compensation data

### **Role of Co-chairs**

- Arrange meeting time, date and location
- Notify committee members of meeting
- Request agenda items from committee members and finalize agenda with co-chair
- Review previous minutes and other material. Coordinate reports, data and information to be reviewed by committee
- Facilitate group process during the meeting
- Make sure action plans are followed up on between meetings

### **Role of Committee Secretary**

- Elected or rotated periodically
- Prepare, distribute and read minutes of previous meeting
- Distribute agenda
- Report on the status of recommendations made by the committee