



Membership

1. An equal number of members representing management and employees will be part of the committee. Any imbalance in this membership will favor the number of employee representatives.
2. An employee is a non-exempt member of Company, actively on the payroll of the Company, and who functions (at least in part) in normal production or clerical capacities.
3. An “employer” representative(s) will be appointed by management. They will typically have supervisory or advisory responsibilities and hold an exempt status or contractual relationship with Company.
4. A representative from all shifts will be part of the safety committee.

Rights Of The Safety Committee And Committee Members Duties

1. Review the company safety and health program.
2. Review incidents resulting in work related injuries and illness.
3. Review the company injury and illness records.
4. Conduct work site inspections monthly as well as in response to employee complaints
5. Interview employees in conjunction with inspections, solicit their ideas and suggestions.
6. Conduct semi monthly safety meetings.
7. Review employee exposure records.
8. Use written communication to respond to employee suggestions. (Names are not required on written suggestions to protect or maintain anonymity).
9. Implement safety improvements.
10. Recommend training and education for safety committee members to perform safety committee duties more effectively.
11. Elect a chairperson to direct the activities of the committee. This individual will be responsible for maintaining the minutes of each meeting, planning and leading the meetings, keeping the committee members informed, conducting the annual elections, and meeting with management when necessary.



IMPORTANT NOTICE - The information and suggestions presented by Michigan Millers Mutual Insurance Company in this Safety Talks Toolkit Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.