

 **Building Effective Safety Committees**  
2022 WSC Annual Conference  
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Sr. Safety & Risk Mgmt Specialist



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 Vs.   
"Young" Chris "Older" Chris

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**Building Effective Safety Committees- Agenda**

- ◆ Value of Safety Committees
- ◆ Creating a "Charter"
- ◆ Effective Meeting Facilitation Skills
- ◆ Tips / Next Steps



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Value of Safety Committees

- ◆ Why form a Safety Committee?
  - Further ownership of culture
  - Workforce engagement
  - Wider net of perspectives
  - Delegation of duties
  - Succession planning
  - Expansion of resource capacity

**THE GROWING COST OF WORKPLACE SAFETY**

41% Men & 39% Women WHO WORK DUE TO WORKPLACE ILLNESS AND ACCIDENTS

153 ACCIDENTS OCCUR EVERY DAY

8 DAYS AVERAGE AMOUNT OF WORK LOST DUE TO INJURY

12% OF WORKERS ARE CURRENTLY MISSING DUE TO WORKPLACE ILLNESS AND ACCIDENTS

160 MILLION WORKERS ARE CURRENTLY MISSING DUE TO WORKPLACE ILLNESS AND ACCIDENTS

313 MILLION WORKERS ARE CURRENTLY MISSING DUE TO WORKPLACE ILLNESS AND ACCIDENTS

**TOP 3 OCCUPATIONS**

95,070 CONSTRUCTION

109,840 MANUFACTURING

192,720 TRANSPORTATION AND LOGISTICS

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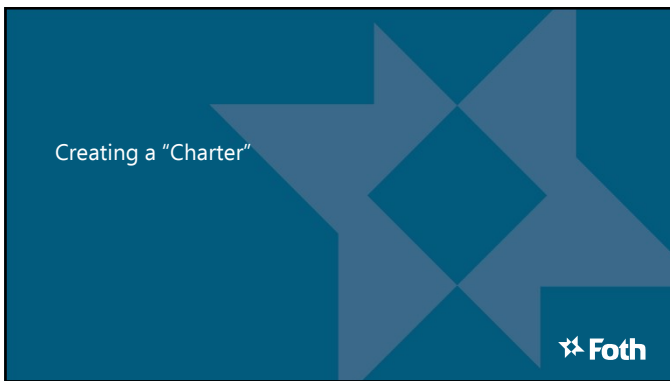
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Creating a "Charter"

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- ◆ Why create a charter?



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Creating a "Charter"

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- ◆ Charter Components
  - Introduction/Purpose
  - Expectations
  - Team Structure
  - Team Member Selection Criteria
  - Primary Activities
  - Supporting Activities



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Creating a "Charter"

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- ◆ Charter Components- Introduction/Purpose
  - Why does the team exist?
  - What does the team deliver to the organization?



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Creating a "Charter"

- ◆ Charter Components- Expectations
  - Meeting frequency
  - Attendance expectations
  - Participation/engagement
  - Term limits
  - Deliverables
  - "High Agreement"




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Creating a "Charter"

- ◆ Charter Components- Team Structure
  - Chairperson
  - General Membership
  - Task/Function Specific Roles
  - Program Owners

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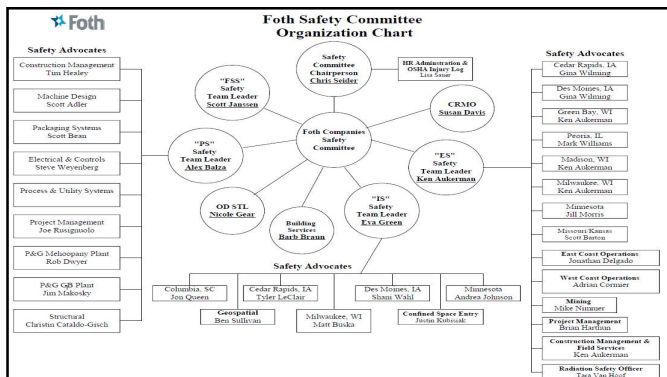
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Creating a "Charter"

- ◆ Charter Components- Team Member Selection Criteria
  - Department/Shift Representation
  - Union Representation
  - Demographic considerations
  - Position within the company
  - "Formal" and "Informal" Leaders
  - Capacity and **passion** to participate




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Creating a "Charter"

- ◆ Charter Components- Primary Activities
  - Mgmt System Program Element Ownership
  - Sub Team Leadership
  - Safety Improvement Initiatives
  - Communications Plans
  - Incident Review Board
  - Chemical Safety Review Board




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Creating a "Charter"

- ◆ Charter Components- Supporting Activities
  - Safety Champions
  - Project Specific Safety Planning Support
  - Moments of Safety
  - Safety Training
  - Behavioral Based Safety Program Support




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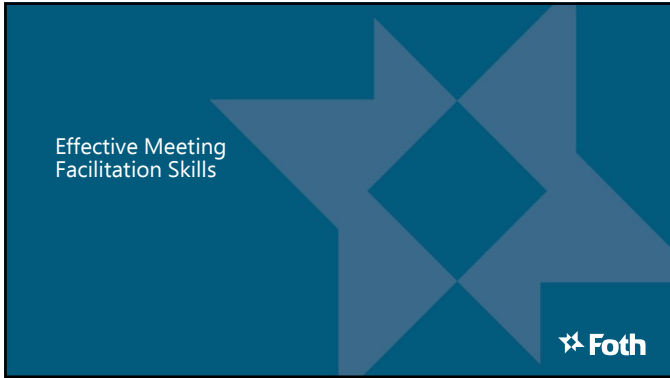
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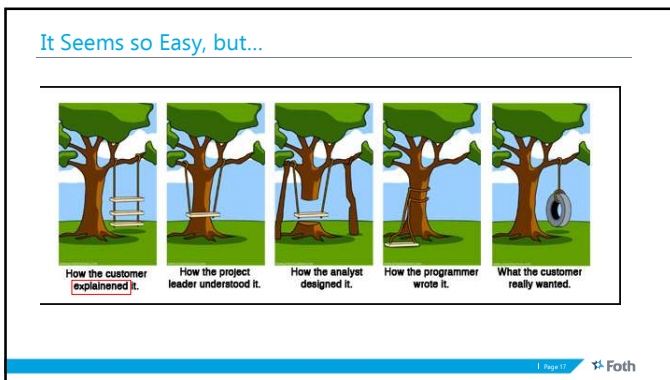
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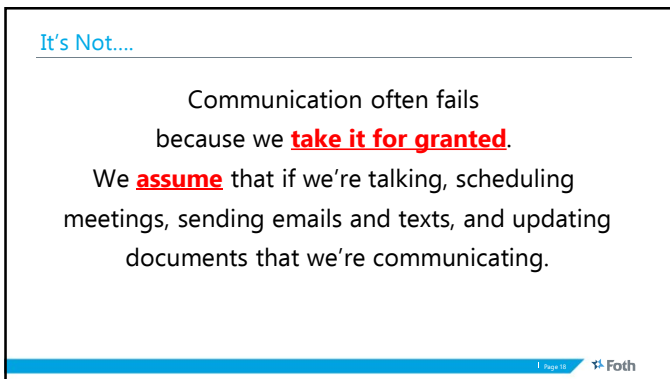
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### Communication – What’s the Big Deal

- ◆ We know from experience and research that:
  - Providing clear and effective communication is **critical to project and team success**
  - Providing poor communication is a **common cause of project and team failure**

Communication skills are one of our greatest assets!

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### Communication Fundamentals – A Few Basics



- ◆ You cannot **not** communicate
- ◆ Meanings are in people, not in words
- ◆ Nonverbal communication carries more weight than verbal communication during conversation

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### Communication Fundamentals – A Few Basics

To be effective, communication must be:

<b>Timely</b>	Receivers must get messages when the information is meaningful
<b>Clear</b>	Messages must be created so they are clearly received
<b>Accurate</b>	Messages must reflect reality—be right
<b>Relevant</b>	Messages must be viewed as relevant by receiver(s)
<b>Credible</b>	Messages must be believed, or they will be disregarded

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### Communication Fundamentals – A Few Basics

- ◆ Key communication skills for effective team management
  - Active listening
  - Nonverbal communication
  - Meeting facilitation
  - Providing feedback
  - Collaboration
  - Creating and maintaining trusting and respectful relationships




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### 3. Make Meetings Meaningful

<b>Prepare</b>	<ul style="list-style-type: none"> <li>• Determine meeting purpose</li> <li>• Define agenda</li> <li>• Determine and prepare right audience</li> </ul>
<b>Welcome</b>	<ul style="list-style-type: none"> <li>• Open meeting</li> <li>• Align meeting participants</li> <li>• Establish ground rules</li> </ul>
<b>Facilitate</b>	<ul style="list-style-type: none"> <li>• Manage the meeting and the group</li> <li>• Assign follow-ups</li> <li>• Take notes (or delegate)</li> </ul>
<b>Follow-up</b>	<ul style="list-style-type: none"> <li>• Close meeting</li> <li>• Publish meeting minutes</li> <li>• Verify follow-up</li> <li>• Confirm purpose was met</li> </ul>

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### Make Meetings Meaningful

- ◆ Before the meeting
  - Schedule meetings with ample notice
  - Circulate the agenda in advance
  - Plan use of technology and practice if you're a novice




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### Sample Agenda Template

- ◆ Incident Reviews
- ◆ Sub Team Report Outs
- ◆ Relevant Current Topics
- ◆ Safety Improvement Project Reviews
- ◆ Safety Communication Plan Review
- ◆ Open Forum
- ◆ Safety Recognition




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### Make Meetings Meaningful

- ◆ During the Meeting
  - Stay focused and stick to the agenda
  - Start and end on time; it's disrespectful not to
  - Actively listen to participants and watch nonverbal cues for confusion
  - Use a parking lot to document off-topic issues for later discussion
  - Allow time for questions, clarification, and necessary discussion
  - Summarize at logical points to ensure alignment

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### Select the Right Communication Channels

- ◆ Knowing and using the preferred communication channel of your stakeholders is important to project success
- ◆ Recognize *your preferred channel may not be their preferred channel*
  - Face-to-face
  - Phone/Text
  - Email
  - Teams video
  - Teams chat
  - Teams project channel
  - Project site
- ◆ Understand the benefits and limitations of each channel for each communication purpose (e.g., posting docs, announcements)




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Engage with Team Members

- ◆ **Influence:** Align team members to the role they will play, identify their importance to the project/team, and the related communication expectations
- ◆ **Inform:** Provide clarity about their deliverables
- ◆ **Inquire:** Ask about challenges or roadblocks in performing their work
- ◆ **Resolve:** Address roadblocks
- ◆ **Confirm:** Make sure they are ready for work

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Document and Distribute Appropriate Project Information

- ◆ **Written records of meetings and significant conversations** are important to help remember information, discussions, and action items.
- ◆ Be sure **Communication Plan** identifies what information will be documented, where it will be posted, and who will have access
- ◆ **Make it clear** that team members are responsible for reviewing notes for meetings they missed
- ◆ **Distribute information** to stakeholders in a timely manner across the project life cycle

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Document and Distribute Team Information

Note Taking Tips

Think tweets and bulleted lists, not verbatim notes, as appropriate	If notes are from a meeting, be sure to note date, time, and attendees
Number all pages and use standard symbols (e.g., #, ?, &)	Keep the next step in mind and note actions required, owner of the action, and target resolution date

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Next Steps / Summary




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10 "Tips" for Effective Safety Committees 

1. Secure upper management support
2. Have more front-line personnel involved than managers
3. Include as many people as possible
4. Have all departments and shifts represented
5. Strategically use your subcommittees.

Page 10 

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10 "Tips" for Effective Safety Committees 

6. Don't let safety professionals (or anyone else) dominate committee meetings
7. Establish meeting rules and structure
8. Keep your committees fresh
9. Look at how other companies (similar to yours) are using safety committees
10. Make specific proposals (actionable)

Page 11 

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Next Steps

- ◆ **Grow your "safety culture vultures"!!**
  - Make your pitch for a safety committee.**
  - Build your charter, build your team.**
  - Invest in your team and enjoy the dividends.**

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