

MINNESOTA
SAFETY
COUNCIL

 Chapter of the National Safety Council

Drive
SAFE

Work
SAFE

Live
SAFE

Safety Committees

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Helping Make Life Safer

Elements

- MN Statute 182.676 - Does it apply to me?
- Committee Meeting or Safety Meeting
- Committee makeup
- Meeting Content

2023 MN Statute

182.676 SAFETY COMMITTEES.

- (a) Every public or private employer of more than 25 employees shall establish and administer a joint labor-management safety committee.
- (b) Every public or private employer of 25 or fewer employees shall establish and administer a safety committee if it is subject to the requirements of section [182.653, subdivision 8.](#)*

MN Statute 182.676

182.653 RIGHTS AND DUTIES OF EMPLOYERS.

- Subd. 8. Workplace programs or AWAIR.
 - (a) An employer covered by this section must establish a written workplace accident and injury reduction program that promotes safe and healthful working conditions and is based on clearly stated goals and objectives for meeting those goals.

Standard Classification for AWAIR

MN Rule 5208.1500

- Agriculture, forestry, fishing, and hunting
- Utilities
- Construction
- Manufacturing
- Wholesale trade
- Retail trade
- Transportation and warehousing
- Real estate and rental and leasing
- Administrative and support and waste management and remediation services
- Health care and social assistance
- Arts, entertainment, and recreation
- Accommodation and food services
- Other services, except public administration
- Public administration

What's in a Meeting?

Safety Meeting

- Communicate and evaluating safety and health issues
- Address safety and health issues – prevent complacency
- Cover new policies/procedures/equipment
- Provide training
- Scheduled as needed

What's in a Meeting?

Safety Committee Meeting

- Foster employee involvement
- Hazard assessment & control
- S&H organizational planning
- Incident investigation review
- S&H training
- Conduct audits/inspections
- Review inspection reports
- Address employee concerns
- Regularly scheduled

Selecting Team Members

- Select people who can carry out the team's purpose and mission
- Departmental representation
- Include various levels of authority
- The right skills and expertise
- The power to implement plans
- Team size depends upon the size of your organization

Committee Makeup

What is a joint labor-management safety committee?

–At least 50% labor representation

- Volunteers?*
- Elected by peers?*
- Are they your cheerleaders?*

–Management representation

- Authority*
- Decision making*

Committee Makeup

Assignment of duties

- Chairperson/Facilitator
 - Agenda
 - Meeting logistics
 - Review of previous meeting minutes
 - Conduct the meeting
- Secretary/Recorder
 - Record meeting minutes
 - Distribute/post minutes
 - Assume chairperson's duties if required

Committee Makeup

Assignment of duties

- Members
 - Report unsafe conditions
 - Attend all meetings
 - Review incident investigation reports
 - Contribute ideas and suggestions for improvements
 - Influence others
 - Conduct or assist in inspections

Meeting Conduct

Organized purpose – Agenda

- Things to consider:
 - Decision
 - Generate ideas
 - Reviewing inspection/audit reports
 - S&H communication plan (policy or training)
 - S&H planning

Meeting Content

Managing time

- Plan the meeting time according to agenda
- Allow enough time for discussion
- Beginning, middle, and end
- Control “Off Topic” discussions
- “Parking lot”

Meeting Content

Document

- Discussions
- Questions
- Decisions
- Assignments
- Finalize meeting minutes

Meeting Content

Closing the meeting

- Summarize:
 - Decisions
 - Action plans
 - Responsibilities
- Follow-up & share information
 - Email, intranet, boards, etc.

Where do we go from here?

Look for upcoming free webinars addressing additional safety committee content in the near future