

Midland Engineering Co., Inc.

SAFETY COMMITTEES

COMPANY SAFETY COMMITTEE

Safety committees are simply a communication device to facilitate active thinking and participation in maintaining a safe work environment. The following guidelines may be used.

- The safety committee will meet once a month.
- All accidents and accident investigation reports are to be reviewed and discussed to share insights that may prevent recurrence.
- Review and discuss findings of joint construction site safety inspection and any other inspection conducted in the previous week.
- Discuss recommendations on safety improvements brought to light as a result of the inspection.
- Discuss safety concerns and suggestions.
- Discuss construction and production for the coming month and safety issues to be addressed.
- Offer topics for discussion for the monthly toolbox safety talk.
- Review employee safety reprimands for additional training and policy updates.

COMMITTEE MEMBERSHIP STRUCTURE

Chairman

- Develop a written agenda for the meeting.
- Lead the safety committee meetings, following the agenda and encourage open discussion.
- Designate one committee member per month to participate in the joint facility inspection.
- Communication of safety committee minutes.
- Start meetings on time and limit length of meeting to one-half hour.

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Committee Member

- Attend and actively participate in all safety committee meetings.
- Communicate safety concerns.
- Set an example of safe work and follow all safety regulations.
- Offer insight and assist accident investigation procedures.

Recorder

- Take minutes of all safety committee meetings.
- Make sure minutes are typed and distributed.

RECORDS

- Original shall be placed in file.
- Copy to each committee member.
- Copy to Corporate Safety Director.