

SAFETY COMMITTEE ANNUAL PLAN TEMPLATE

The safety committee and the unit administration work together in promoting the unit's safety and health efforts. The Safety Committee Annual Plan provides a blueprint for the committee and the unit administration to establish and maintain an effective committee. Committee's are encouraged to modify the Annual Plan to fit their needs.

The completion of the Annual Plan is not mandatory; however, it will assist your committee in tracking goals and accomplishments, and improve communication among the committee, administrator and constituency. Section I - Annual Plan Components, provides a brief description of each component and Section II is the template.

Section I - Annual Plan Components

The following recommended components are provided to assist in developing your Annual Plan.

1. **Mission statement** - Use example in the template or customize
2. **Distribution of Annual Plan** – Include how the committee will share the plan. It is suggested that each director and supervisor be given an updated copy annually. Consider distributing the plan via e-mail, or posting on the departmental homepage for the constituency. Supervisors can review the plan with new employees during their safety orientation.
3. **Safety committee organizational chart** - Include name, phone, and e-mail of supervisors, chairman, recorder, and safety committee representatives and area they represent.
4. **Annual goals** – It is suggested that committees meet at least annually with unit management to develop goals to be included in their Annual Plan.
5. **Accomplishments** - Provide the previous year's accomplishments.
6. **Meeting schedule** – Hold a minimum of 6 meetings per calendar year. Provide the dates, times and locations.
7. **Agenda items** - Topics from the official agenda that should be covered at each meeting when applicable.
8. **Encourage sharing safety concerns** – Members are to regularly encourage constituents to share concerns with committee. Consider providing a “suggestion box” to allow for concerns to be raised anonymously. Include information on how constituents address safety concerns.
9. **Distribution of meeting minutes** - It is recommended that each director and supervisor be given a copy of meetings minutes. The minutes must be posted on the safety bulletin board. When possible distribute minutes by posting on departmental homepage, or via e-mail.
10. **Signature** - of department Chair, Dean, Director

Section II - Template

1. Mission statement

At Washington State University maintaining and enhancing a safe work environment is a responsibility that is shared by the administration, supervisors, employees, safety and health and risk management offices, and safety committees.

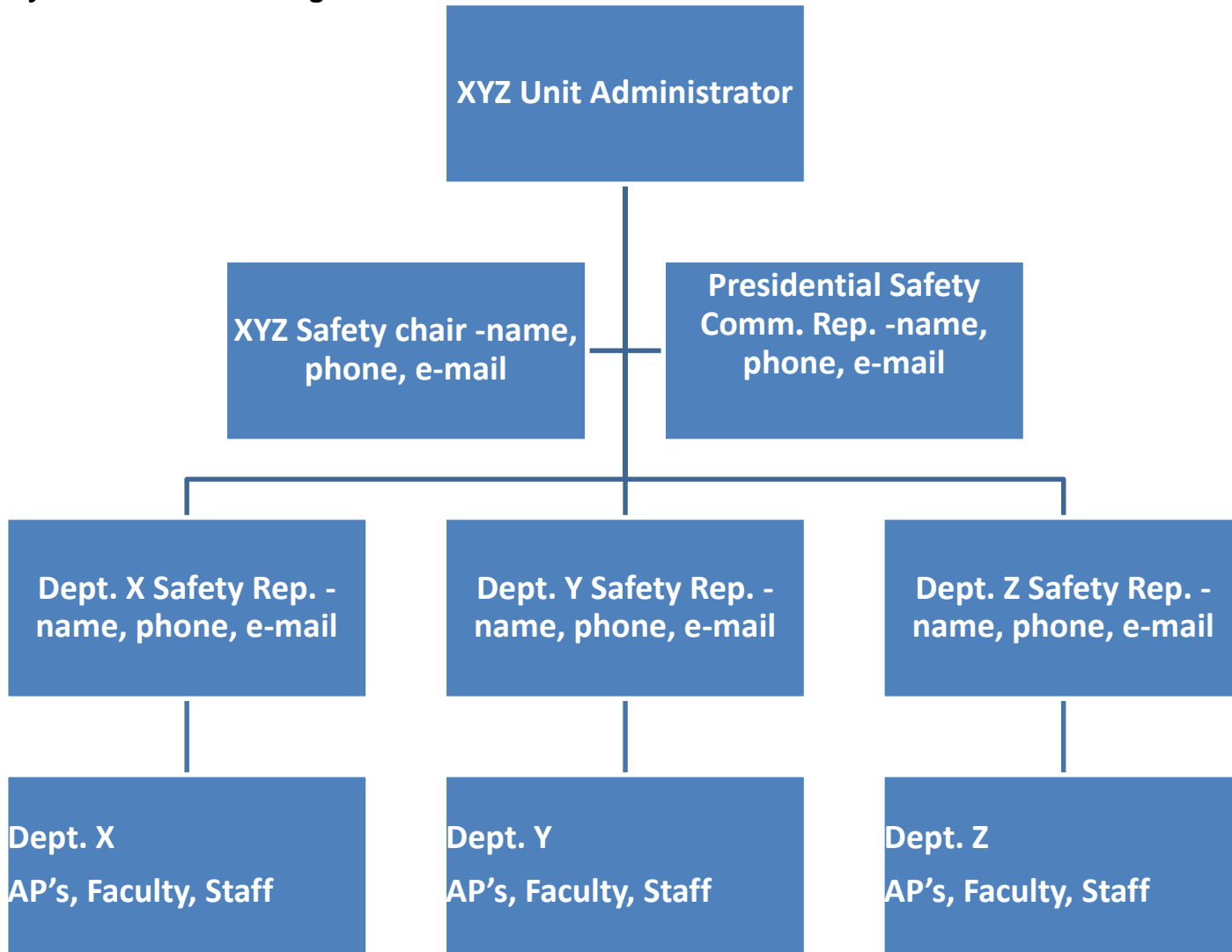
The (director/dean) of XYZ (department, college etc.) is committed to protecting the safety and health of faculty, staff, students, and visitors. In order to fulfill this commitment the (director/dean) of XYZ (department, college etc.) has established the XYZ Safety Committee which is an _____ area (academic or nonacademic), building or departmental safety committee (select one) to advise and assist unit management in evaluating and resolving health and safety issues. Area or building committees should list all the departments or areas represented by the committee. The committee will meet at least annually with unit management to develop goals.

Employee involvement in the unit's safety and health efforts including safety committee activities is necessary to ensure a safe and healthful workplace. The XYZ Safety Committee provides a forum where every employee or student represented by the committee can communicate safety related concerns. Hazards that are identified and shared with the safety committee will be addressed in a timely manner. The ultimate goal is to prevent injury or illness.

2. Distribution of the Annual Plan

Each year during the month of January a copy of the XYZ Safety Committee Annual Plan will be distributed via e-mail to all employees (Executive and Principal Administrative Officers, Department Chairs and Directors, Supervisors, Employees) represented by the committee. In addition a copy will be posted on the Safety bulletin board located on floor X next to room 123 in XYZ Hall.

3. Safety Committee 2009 Organizational Chart



4. Safety Committee 2009 Goals

Consider developing goals annually with your unit supervisor or administrator. Goals provide direction and purpose for committee members and promote the importance and value of the safety to committee to the constituency.

Goal	Date Project Started	Coordinator(s)	Date Completed
Perform Annual Workplace Inspections	January 2	Name, phone number, e-mail	January 31
Resolve Annual Workplace Inspections deficiencies	March 2	Name, phone number, e-mail	March 31
Review two job procedures	May 4	Name, phone number, e-mail	September 4
Defensive driving on snow and ice training (video and fact sheet)	December 1	Name, phone number, e-mail	December 1

5. Safety Committee 2008 Accomplishments

Consider including last years accomplishments in the Annual Plan. A list of accomplishments provides committee members with a sense of satisfaction related to their achievements. The list also promotes the importance and value of the safety committee to the constituency.

Accomplishment	Date Project Started	Coordinator(s)	Date Completed
Evaluated unit's Accident Prevention Program	January	Name, phone number, e-mail	March 15
Coordinated building evacuation training	March 1	Name, phone number, e-mail	May 10
Assisted in addressing constituent concern about indoor air quality	July 7	Name, phone number, e-mail	August 4
Annual Workplace Inspections Performed	November 1	Name, phone number, e-mail	November 31

6. 2009 Meeting Schedule

In 2009 the committee will meet six times in room 142 French Ad, 10:00-11:00 a.m.:

- ✓ January 3 (Monday)
- ✓ March 1 (Tuesday)
- ✓ May 2 (Monday)
- ✓ July 11 (Monday)
- ✓ September 12 (Monday)
- ✓ November 1 (Tuesday)

7. Basic Agenda Items

- Promote and publicize health and safety topics and solutions
- Accept, evaluate and respond to employee concerns
- Review job procedures and recommend improvements
- Review Incident Reports and recommend solutions
- Review University Health & Safety Committee minutes
- Refer unresolved issues to higher level
- Recommend improvements to Accident Prevention Program
- Assist in conducting safety Self-Inspections
- Projects and goals – discuss progress on each topic

8. Encourage sharing safety concerns

Committee members will ask for safety concerns from their constituents on a regular basis (i.e. prior to each safety committee meeting). A “safety suggestion box” is located in XYZ Hall on the 2nd floor outside room 222.

Teach constituents how to address:

Minor safety concerns:

- Inform supervisor
- Repair or replace immediately
- Share problem and resolution with safety committee representative

Safety concerns that could cause a serious injury or illness:

- Stop the activity or leave the area
- Immediately notify your supervisor or unit administrator
- Contact appropriate safety and health units
- Inform safety committee chairman

When unsure about the severity of any safety hazard contact the appropriate safety and health unit such as Environmental Health & Safety, Police, Radiation Safety Office, or Fire Marshall for assistance.

9. Distribution of safety committee meeting minutes

The XYZ Safety Committee minutes will be posted on the Safety bulletin board located on floor X next to room 123 in XYZ Hall and distributed to all employees via e-mail. Please call the recorder if you do not receive your copy within two weeks following the scheduled meeting.

10. **Signature** of department Chair, Dean, Director