

## TOOLBOX TALK #01

### CREATE A SAFETY COMMITTEE

Does your company have a safety committee? If not, there no better time than the present to get one started. Here's how the CPWR – the Center for Construction Research and Training outlines setting up a committee.

First, determine who the members will be. Will it be volunteer-based or will workers be elected by their co-workers? Will company leaders have a spot at the table?

Next, plan to meet once a month to “discuss hazards and the ways of preventing those hazards.” Safety education and training are two other topics for your meeting agenda.

Examples from CPWR of questions to ask:

- Are workers protected against falls by guardrails or fall arrest systems?
- Are workers wearing safety glasses to protect against flying objects?
- Are all workers trained to respond appropriately if there's a risk of contamination from hazardous chemicals?

The Center also suggests committees meet every three months to complete a “workplace inspection to identify hazardous conditions.”

Part of this discussion should include a strategy for how you'll get workers to cooperate and help the committee identify hazards.

During all meetings and inspections, make sure someone is taking notes.

Afterward, give copies to your employer and committee members, and post the notes in a spot where all workers can see and read them.

