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Title <i>SAFETY COMMITTEES</i>	Effective Date 05/02/2012

Safety Committee Functions UAA colleges, departments, and/or operations will establish safety committees to provide the following important safety functions:

- Create and maintain an active interest in safety.
- Communicate and act on safety problems.
- Assist with the implementation of safety programs.
- Review and monitor safety practices.
- Recommend safety policies and practices.

Safety committee responsibilities supplement the safety responsibilities of individual employees, safety officers, and supervisors.

Safety Committee Alternative As an alternative to establishing formal safety committees and in recognition of the smaller sizes of many departments and operations, safety committee functions can be incorporated into other department meetings. However, it is important that all employees have the opportunity to actively participate in meetings concerning safety. In addition, all the previously listed safety committee functions apply to this alternative.

Recordkeeping No matter what venue is used for safety committee meetings, accurate records will be maintained for a minimum of five years as required by OSHA regulations. These records should contain:

- Dates and locations of the meeting
- Attendance rosters
- Notes concerning the issues discussed
- Recommended actions
- Follow-up activities and actions
- Names and titles of people providing training

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To assist with safety committee organization and safety presentations, please contact EHS/RMS at <http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>.