

December 2024 Safety Calendar: Safety committee meeting best practices



This calendar is designed to enhance safety awareness and provide a better understanding of specific loss exposures and best practices to reduce those exposures. Each month will contain a safety topic and daily associated tips. See the following page for weekly topics.

Safety committee meeting best practices: Holding safety committee meetings is a great way to share safety related information, collaborate on any safety concerns or success stories, and improve safety awareness through the safety committee meeting agenda. Learn more about safety committee meeting best practices below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Meetings should be held monthly	2 Designate a specific date/time for monthly meetings	3 All staff members should be encouraged to attend	4 There should be an equal number of managers and staff	5 Agendas should be prepared prior to meeting	6 Assign a safety committee chairperson	7 Document safety committee minutes
Week 1: Safety committee frequency and attendees						
8 Accidents from the previous month	9 Accident root causes and corrective measures	10 Building self-inspections	11 Safety topic of the month	12 Open items	13 Encourage all to share any concerns	14 Safety training needs
Week 2: Safety committee meeting agenda discussion points						
15 Start and end on time	16 Be respectful of everyone's opinion	17 Give everyone time to share their thoughts	18 Provide updates on any committee member suggestions	19 Do not include injured party names in minutes	20 Post safety committee minutes	21 Members should share info with their department
Week 3: General best practices during the meeting						
22 Increases safety awareness	23 Improves morale	24 Christmas Eve Assists in reducing accidents	25 Christmas Day	26 Provides a forum to collaborate	27 Supports a safe environment	28 There may be donuts and coffee!
Week 4: Safety committee benefits						
29	30	31 New Year's Eve				

December 2024



Safety committee meeting best practices:

Holding safety committee meetings is a great way to share safety related information, collaborate on any safety concerns or success stories, and improve safety awareness through the safety committee meeting agenda. Learn more about safety committee meeting best practices below.

Week 1

Safety committee frequency and attendees

1. Meetings should be held monthly
2. Designate a specific date/time for monthly meetings
3. All staff members should be encouraged to attend
4. There should be an equal number of managers and staff
5. Agendas should be prepared prior to meeting
6. Assign a safety committee chairperson
7. Document safety committee minutes

Week 2

Safety committee meeting agenda discussion points

1. Accidents from the previous month
2. Accident root causes and corrective measures
3. Building self-inspections
4. Safety topic of the month
5. Open items
6. Encourage all to share any concerns
7. Safety training needs

Week 3

General best practices during the meeting

1. Start and end on time
2. Be respectful of everyone's opinion
3. Give everyone time to share their thoughts
4. Provide updates on any committee member suggestions
5. Do not include injured party names in minutes
6. Post safety committee minutes
7. Members should share info with their department

Week 4

Safety committee benefits

1. Increases safety awareness
2. Improves morale
3. Assists in reducing accidents
4. Provides a forum to collaborate
5. Supports a safe environment
6. There may be donuts and coffee!

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