

December 2024 Safety Calendar: Safety committee meeting best practices

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

# 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!