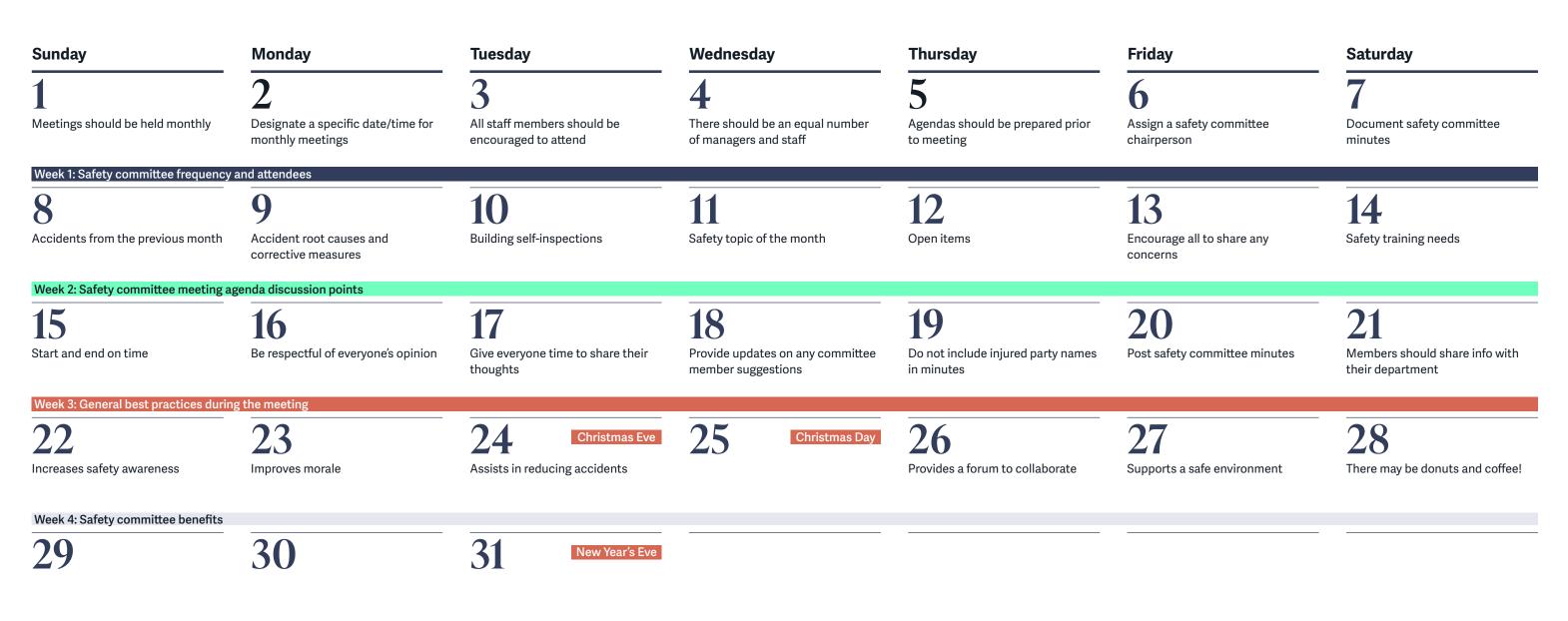
## December 2024 Safety Calendar: Safety committee meeting best practices

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.



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# 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	Week 2 Safety committee meeting agenda discussion points	Week 3 General best practices during the meeting
1. Meetings should be held monthly	1. Accidents from the previous month	1. Start and end on time
<ol><li>Designate a specific date/time for monthly meetings</li></ol>	2. Accident root causes and corrective measures	2. Be respectful of everyone's opinion
		3. Give everyone time to share their
3. All staff members should be	3. Building self-inspections	thoughts
encouraged to attend	4. Safety topic of the month	4. Provide updates on any committee
<ol> <li>There should be an equal number of managers and staff</li> </ol>	5. Open items	member suggestions
5. Agendas should be prepared prior to	6. Encourage all to share any concerns	<ol><li>Do not include injured party names in minutes</li></ol>
meeting	7. Safety training needs	
6. Assign a safety committee chairperson		6. Post safety committee minutes
		<ol> <li>Members should share info with their department</li> </ol>
7. Document safety committee minutes		

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## 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!