



Patty Clark
HR Services Manager

Some Things to Consider When Developing a Safety Committee

Safety is an important part of doing business and likely should be part of a business's mission statement. Even though a safety committee is not required by OSHA, it has been found to be effective in providing a better overall safety culture for the company, no matter the size of your company. Some workers' compensation insurance providers may require a company to have a safety committee and you would be required if participating in OSHA's Safety and Health Achievement Recognition Program (SHARP) or Voluntary Protection Program (VPP). Some items that should be addressed when setting up the committee are as follows:

Members: It has been found that 5-10, with a max of 20, people on the committee works best. Smaller groups allow for better conversations amongst members, while too big of a group takes away the ability to speak freely. Have at least one representative from management and one from each department from the shop floor. It is a good idea to have a representative from management on the committee to keep them aware of safety issues. It is also important to have people who want to be on the committee so it is a good idea to see if people want to be on the committee instead of assigning them. If you find that members are not able to attend or just don't attend, try to find out why, as maybe there is a scheduling issue or they just don't want to be involved. It is also a good idea to change the members every so often so you can get a different perspective, a fresh set of eyes, and new ideas. By rotating committee members, eventually there will be more people on the floor that know what safety issues to look for. It is a good idea to have new employees attend a safety committee meeting so they are aware of the committee and what they do. You will want to post a listing of committee members, and might even want to post their pictures, so other employees will know who to talk to with an issue or a question.

Structure: Treat the safety committee meetings as a business meeting. Have an agenda and send it out to all members beforehand so they come prepared. Decide how often you will meet and how long the meeting will last. Start out with meetings once a month for one hour and adjust as needed. Set goals, track to closure, discuss what you are trying to accomplish. What do you want the safety committee to do? Audit or inspect an area? What do you want the committee to do with its findings? Take notes, have a sign in sheet, and start the meeting by reviewing action items from previous meetings. Make sure the findings are addressed so employees will see they are being heard. You don't have to accomplish everything that was discussed. Pick a few key items at first, evaluate the suggestions, is it feasible? Does it make sense? Is it a priority?

Development of Members: It is important to train the safety committee members and empower them with the ability to make a difference. Teach them why inspections are done, how to do an inspection, and root cause methods with corrective action. Teach the members what to look for, or even have training from outside vendors, resources, or consultants. Develop an audit form, a check list, and/or pictures of what to look for.

A safety committee is an important part of any manufacturing facility, no matter the size of the organization. If the members are engaged and properly trained they can be an integral part of the success of your organization. The NYS DOL Division of Safety and Health and US DOL Occupational Safety & Health Administration are great resources for programs to help keep your workplace safe.

For more information, visit: https://www.labor.ny.gov/workerprotection/safetyhealth/dosh_onsite_consultation.shtm

Hot Off The Line

Q - We offered a position to an applicant, he went through the pre-employment screening and then was a no show on what was to be his first day of employment. What should I do and can I charge him for the pre-employment screening?

A - You should send a letter (regular mail and certified return receipt) asking him to respond regarding employment within one week (give specific date), state if you do not hear from him you will assume he no longer would like the position and that you will have to fill it with another applicant. Unfortunately, you cannot charge him for the background check and drug test fees.

HR Stats & Facts

- HR Managers believe that Tuesday is the most productive day of the week. *Source: Business News Daily*
- For calendar year 2018, the amount an individual may contribute to an HSA (Health Savings Account) for self-only coverage will increase to \$3,450 (an increase of \$50) and \$6,900 for families (an increase of \$150). *Source: www.SHRM.org*
- According to a recent Employee Financial Wellness Survey of 1,600 full-time employed adults, 51% of employees with student loans say those loans have a moderate or a significant impact on their ability to meet other financial goals and withdraw money from their retirement plans. *Source: Employee Financial Wellness Survey PwC 2017*

DID YOU KNOW?

If you are a first-tier government contractor with \$50,000 or more in federal government contracts and 50 or more employees at one location; or, a second-tier government contractor (supplies to a first-tier contractor) with \$50,000 or more in contracts and 50 or more employees at one location you are required to have an Affirmative Action Plan. MACNY can audit your plan, rewrite it, or create one for you as well as complete your Adverse Impact. If you are interested in receiving a quote or would like additional information please contact Patty Clark, HR Services Manager at 315-474-4201 x 10 or pclark@macny.org.

CPI

Wage/Clerical	Mar.	Feb.	Pt. Chg. (Mo.)	% Chg. (Mo.)	% Chg. (Yr.)
1967=100	707.9	707.4	0.5	0.1%	2.3%
1982-84=100	237.7	237.5	0.2	0.1%	2.3%
Urban					
1967=100	730.3	729.7	0.6	0.1%	2.4%
1982-84=100	243.8	243.6	0.2	0.1%	2.4%
Unemployment Rates					
March- Onondaga County: 4.4; Metropolitan Syracuse Area (MSA): 4.9					