

Advisory Committee: Guidelines and Reminders

Some parameters for the Advisory Committee:

- FIRST AND FINAL RULE: this is an advisory committee, not the entity's safety management team
- Design the workings of the Committee so that the Committee targets behavioral, physical and managerial concerns
- Seek basic root causes for losses; use a system for analyzing losses rather than just trying to solve problems off the top of your head
- Use subcommittees, or task forces, as a tool to limit the length of Committee meetings
- Ensure that all members and advisors know and fulfill their role on the Committee, and recognize their liaison duties with the people they represent
- Just because one person shines out above all others, try not to burden this person with too much to do
 - The Committee is an additional duty and needs to be kept in perspective
- To ensure Committee approved recommendations are acted upon, some type of system is needed to check on intended results
- The Committee needs a method of reaching a consensus — normally a vote, with the Leader losing their vote unless there is an odd number of members present
- The Committee does not supplant the supervisor in his or her role of managing employees. The Committee does offer solutions/advise for such activities as:
 - Training, inspections, recognition, special projects, and managerial actions, BUT IMPLEMENTATION IS THROUGH THE ENTITY'S MANAGEMENT STRUCTURE
- Maintain confidentiality on personnel matters, and sensitive issues
- Keep paperwork to a minimum, but ensure there is proper documentation
- Solicit safety topics for Committee consideration from any and all sources, including Committee members and advisors, entity employees, other entities, items reported in the news
 - There should be a confidential way available for employees to raise issues without fear of retaliation
- The actions of the Committee are not necessarily confidential — disseminate the information and recommendations to all concerned
- MAINTAIN CREDIBILITY AS AN INDEPENDENT ADVISORY COMMITTEE COMMITTED TO EMPLOYEE SAFETY
 - Avoid even the perception of being seen as a rubber stamp for management, labor, special interest groups or individuals
- MAINTAIN VISIBILITY: the entity's employees need to know that the Committee is functioning to improve their safety.