

DAS Guide to Establish and Administer Safety and Health Committees

Purpose and Scope

Section 31-40v of the general statutes “Establishment of safety and health committees by certain employers” requires that every covered employer administer a safety and health committee to promote safety and health in places of employment in this state. The purpose of this regulation is to specify rules for establishing and administering committees that will bring employers and employees together in a non-adversarial, cooperative and effective effort to promote safety and health at each work site.

Establishment of Committee

Each employer who has twenty-five or more employees at any single work site in this state, as well as each employer who has twenty-four or less employees in this state whose rate of work-related injury or illness exceeds the average incidence rate, shall establish and administer a safety and health committee for that work site. For larger state agencies, a safety and health committee system may need to be adopted.

Membership

The committee shall be composed of at least as many employee members as employer members. The number of employee members on the committee may be greater than the number of employer members.

1. DAS recommends the following for employer representatives:

- Workers’ Compensation Liaison
- Safety Coordinator, if agency employs one
- Fiscal representative
- Human Resource representative

2. Employee representatives shall be nominated and elected from the following areas

- Employee representatives can volunteer to serve on the committee or their peers can elect them. If your collective bargaining agreements have procedures for selecting members, follow those procedures.
- Representative’s jobs should reflect the employers major work activities at the worksite.
- Employees must be paid their regular rate of pay for all time spent on safety committee meetings and safety related training.

Chairperson

Each committee shall have a chairperson selected by its members. Employer and employee members may have rotating responsibilities for chairing committee meetings. Their responsibilities include:

- Scheduling meetings and notifying committee members
- Developing agendas and administer meetings
- Ensuring all discussion items on agenda end with a decision, action or definitive outcome
- Working with the committee recording secretary to prepare minutes for approval

Committee Duties and Responsibilities

The committee's duties and responsibilities shall include, but are not limited to; establishing or reviewing procedures and sharing ideas with the employer concerning:

- Safety Inspections
- Investigating safety incidents, accidents, illnesses or deaths
- Accident and illness prevention programs
- General promotion of safety in the workplace

Agenda

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How Often to Schedule Meetings

Section 31-40v-5 of the general statutes requires the committee to meet at least once every three months, but may meet more often should they choose. To maintain an effective committee, DAS recommends meeting every month with a planned agenda.

Recordkeeping

The employer shall keep a roster containing the names and departments of all committee members. The names of current members shall be posted to ensure that all employees can readily contact members.

The employer shall keep a record of attendance and minutes of the meetings. Records are to be kept for a period of three years.