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Your Safety Matters

This information letter is distributed to the people in the workplace who ensure their workplace is safe and healthy; including members of OHS Committees, OHS Representatives, Safety Officers, Supervisors, Managers and Directors. "Your Safety Matters" is the new title for "Committee Member" - a free information letter which has been distributed since 1996.

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Efficient



Committees

Do you find that some health & safety issues seem to involve a lot of discussion at committee meetings ?

Somehow they sometimes drag on for months. There are 6 steps that can help your committee make decisions so that health and safety issues are dealt with quickly and effectively. If one step has been missed or has not been fully done then progress on the issue stalls; getting it resolved seems very difficult. If your committee is bogged down or long-winded on an issue, check the following steps to see which step was skipped or left incomplete.

- 1. WHAT IS THE PROBLEM AND WHAT DO YOU WANT TO ACHIEVE ?**
If the committee has all the factual information it needs then it should be able to state exactly what the problem is and what it wants to achieve.
- 2. MORE INFORMATION**
If you can't do 1. then you need more information. Get the facts not opinion.
- 3. THE OPTIONS**
When the problem has been exactly stated and agreed upon then the committee members can suggest ways of dealing with it.
- 4. AGREE ON THE SOLUTION**
Now the committee chairman gets the members to analyse the options in order to get agreement on the best way to solve the issue.
- 5. GET IT DONE**
Put your recommended solution to management and get their agreement on how to implement the solution, who will do it and by when.
- 6. MONITOR THE SOLUTION**
Monitor what is done and ensure the problem is resolved.