



the **key** consultancy limited

## In-company Training

# Safety Committee Development Programme

### Aims

The one-day programme aims to use the participants existing experience and knowledge to develop their role on the safety committee which will enable them to make a positive contribution to the maintenance of safety standards throughout the organisation.

### Objectives

At the end of the course each delegate should be able to:

- Determine the scope of responsibility of the committee
- Establish rules of operation for the committee
- Create and manage an agenda
- Communicate relevant safety information effectively to their colleagues
- Make an effective and efficient contribution to the work of the safety committee

### Programme Content

- Problems faced by safety representatives
- Responsibility for the day to day management of safety
- Joint consultation process
- Setting an agenda
- What and what not to discuss
- Operation of safety committee
- Risk assessment
- Identification of hazards and investigation of accidents
- Communication of concerns
- Action plan developing the role of the representative and committee for the future*