



	Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual	
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Approver: Joe Berry		Revision: 2
SAFETY COMMITTEE		

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SUBPART A - PURPOSE

The purpose of this policy and procedure is to outline the goals and function of the company safety committee.

SUBPART B - POLICY

The Safety Committee is a vital part of Berry Bros.' safety management effort. Managers and supervisors can gain valuable assistance in their areas by a joint effort with the committee members. Committee membership is a voluntary service to the company. All managers, supervisors and employees are to fully support the efforts of the Safety Committee.

SUBPART C - GOALS OF THE SAFETY COMMITTEE

- Involve employees in safety management.
- Lower the rate and severity of accidents and injuries.
- Maintain a safe workplace.
- Involve employees in safety program development.
- Actively review and update the Safety Program as needed.

SUBPART D - SAFETY COMMITTEE FORMATION



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The committee shall be large enough to represent all departments, but have the most efficient number of members to assist in accomplishment of committee goals.

Membership on the committee is to be voluntary. Volunteer committee membership will rotate annually. Standing members of the committee will include a representative from Management, Operations, Engineering, and Safety. The purpose of the standing membership is to provide continuity, lend experience, and provide a resource for the Committee.

The Committee Chairperson is elected from the employee membership and will serve at one year intervals. The Committee Chairperson will conduct the meetings and develop agendas and be responsible for having the minutes taken.

SUBPART E - COMMITTEE OPERATION

The Safety Committee will:

- Meet at least quarterly or more often as needed.
- Rotate membership as needed.
- Develop short and long term goals.
- Discuss accident prevention methods
- Review previous accidents and injuries.
- Review work site and facility inspection reports.
- Review the HS&E program and make recommended changes as dictated by State and Federal regulations as well as those of our Clients.

SUBPART F- DUTIES AND RESPONSIBILITIES

Chairperson

The Chairperson will lead the meeting and will report Committee activities to Management.

Committee Members

Safety Committee Members have the following responsibilities:



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- Attend each meeting.
- Discuss safety activities and unsafe acts/conditions.
- Take an active role in the HS&E program and encourage all Employees to work safely.
- Report Safety Committee actions to their department during normally scheduled safety training.

SUBPART G - RECORDS

The Safety Coordinator shall maintain records of all Safety Committee Meetings and actions for at least 18 months.

SUBPART H - TRAINING

Each Safety Committee Member will be provided the necessary training in:

- Function of the committee
- Safety Programs
- Safety Policies

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Approved By: Joe Berry & Safety Committee
