



# MBAA Safety Tool Box Talk

## Safety Committee

### Overview

The formation of a Safety Committee is imperative to breweries of all sizes. Creating visibility and awareness of safety issues throughout breweries is of paramount importance. Having a committee with representation from all departments aids in creating an accurate scope of the issues in each of those respective areas. Having that representation also gives all workers a voice for transmitting issues through their representative to the committee.

### Purpose

Having a Safety Committee is one thing. Having a clear vision and purpose for the committee is another. Starting a successful Safety Committee begins with creating a mission statement and setting goals for the committee. That way the committee is pointed in a mutual direction. Decisions made by the committee can be easily directed by way of the committee goals and the mission statement.

### Programs to Aid the Committee

Every Safety Committee needs the means of conducting audits and analysis of the hazards throughout their facility. Job Hazard Analysis (JHA) or Job Safety Analysis (JSA) are a way of guiding each department through determining what hazards are present and what can be done to minimize or eliminate them. First, the representative and one or more workers from their department should take the time to identify all of the steps to their processes. Next, identify potential hazards associated with each

step of the process. Finally, come up with corrective actions for each hazard. It is immensely helpful to know the steps and related hazards so as to clearly identify how to make those steps safe. Can the hazard be eliminated? Can it be engineered to be safer? Is personal protective equipment (PPE) the only viable option? These answers will create change that can last for many years and help expand your brewery's safety culture.

### Continuity

A fully functional Safety Committee will only be able to maintain the positive steps taken by having the means of continuity in place. Make an agenda template and use it for every meeting. When committee members change or have been absent, everyone has a place to go and see what the committee has accomplished, what they are currently working on and future plans. Communication of the committee and its actions will ultimately make it a success or a failure. Keeping everyone on the same page and pointed in the same direction will help in forwarding the Safety Committee and the brewery's safety culture.

### Agenda

Putting together an agenda streamlines the Safety Committee's meetings. It not only increases efficiency, but creates a constant pertaining to the content of the committee's goals:

A set agenda should always start with the Safety Committee's mission statement and goals. When making decisions during a meeting, the committee can reference these to aid them.

The agenda must have an attached sign in sheet for the committee, including guests. Attendance is vital to creating positive change and maintaining continuity within the committee and its goals.

Reviewing previous minutes can act as an audit of projects going on to make sure that progress is being made.

List all inspections that the brewery has had or will have done, and who conducted them.

Always seek input for ideas for future meetings, trainings and safety related outings. Keeping the committee engaged will create a feeling of ownership in the Safety Committee. This also plays an important role in growing your entire company's investment in safety.

Safety is not always the most exciting, but it is always the most important!

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