

## Annual review of centralized safety committee activities

Use this form to summarize the centralized safety committee's annual activities at all locations.

**Date of this annual review:** \_\_\_\_\_

**Name of person preparing the review:** \_\_\_\_\_

### Required training for safety committee members

All safety committee members must be trained in hazard identification and the principles of accident and incident investigations

Member's name	Training date	Description of training received

### Safety and health inspections conducted

The safety committee must have procedures for conducting workplace safety and health inspections, including where the inspections are conducted, who conducts the inspections, and how often.

Inspection date	Inspection location	Persons conducting the inspection	Were all identified hazards corrected?	

### Hazard reporting

The safety committee must establish a system for employees to report hazards to management and suggest how to correct hazards.

Date hazard reported	Hazard location	Was the hazard corrected?	
		Yes	No
		Yes	No
		Yes	No

### Accident and incident evaluations

The safety committee must evaluate all accident and incident investigations and recommend to management how to prevent them from happening.

Accident/incident date	Description of accident/incident	How to prevent it from happening

### Meetings and minutes

The safety committee must make safety committee meeting minutes available for all employees to review.

<b>Date of safety committee meeting</b>	<b>Date minutes sent to employees</b>

### Recommendations to management

Has the safety committee reported to management on ways to control all hazards and unsafe work practices identified this year?	Yes	No
Has the safety committee recommended to management ways to ensure that all employees are accountable for following safe work practices?	Yes	No
Has the safety committee recommended to management ways to strengthen employee accountability for workplace safety?	Yes	No