

APPENDIX A: HSC training curriculum

Health and Safety Committee Training Curriculum



Presented to the health and safety committee at SMR by the University of Washington November 4, 2010 and November 18, 2010



SCHOOL OF PUBLIC HEALTH
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Introduction to Curriculum

This purpose of this curriculum is to improve health and safety committee functioning and effectiveness through a variety of group development and health and safety activities. The training is intended to span two different 4-hour sessions, with a “homework” assignment to be completed between sessions.

Considerations for multi-lingual committees

All materials were developed for a dual-lingual committee, with consideration of the variety of English and Spanish language literacy levels. We also suggest a bilingual facilitator, if appropriate. We found that with abilities in both languages spoken by committee members, the facilitator was able to engage and encourage participation of all individuals. A bilingual/bicultural facilitator can also be useful in bridging cultural differences and improve understanding and collaboration among committee members.

General materials

- Nametags (optional)
- Whiteboard or easel pad with markers
- Paper and pens for each participant
- Laptop with compatible projector and screen
- Session 1 and 2 PowerPoint files and site-specific photos for hazard recognition if desired
- Copies of handouts for each unit

Session 1

Unit 1 – Training Introduction

Purpose

- Introduce training staff and purpose
- Establish ground rules for training
- Review health and safety committee regulation and purpose

Detailed facilitator notes

Activity 1: Introduction of training (10 minutes)

- Distribute Session 1 Agenda
- Introduce training staff and facilitator
- Briefly summarize WA HSC regulation
 - HSC required if 11 or more employees on one shift at one location
 - At least half of members must be employee-elected (as opposed to management-appointed)
 - Recordkeeping required – attendance, meeting minutes
- Mention that regulation is just a starting point for health and safety committees, and that there are many other factors that affect how well the committee works
- Introduce training purpose
 - *To make health and safety committee more successful, which in turn can increase collaboration and worker involvement in health and safety and ultimately improve workplace safety and*
 - *Help the committee work better as a group*
 - *Help the committee to improve communication and collaboration with both workers and management*
 - *Help the committee learn and practice health and safety problem solving skills*
 - *Give ideas for things the committee can do to improve health and safety at SMR*

Activity 2: Ground rules (5 minutes)

- Post list of ground rules at the front of the room
- Discuss rules with group and ask for their input – add any additional rules to the list that the group feels are necessary

Resources

Time

- 30 minutes

Materials

- *List of ground rules on large easel pad*

Handouts

- *Session 1 Agenda*

Activity 3: Introductions (5 minutes)

- Ask each committee member to introduce him/herself to the group with the following;
 - Name
 - Job
 - One thing that people probably don't know about you (i.e. interesting fact, hobby, something to be proud of)
- Or have each committee member introduce him/herself to someone next to them (providing same info as above), then call on a few members to tell the group what they learned about their partner

Activity 4: Icebreaker game – Human knot (10 minutes)

- Ask group to stand in a circle shoulder to shoulder and put their hands in the middle of the circle
- Have each person grab two different hands
- Explain to group that they must now untangle themselves and form a circle without letting go of hands
- Observe as group attempts task. Note the interactions, who's taking lead, etc.
- Debrief
 - Ask group how it felt to do the exercise
 - Prompt discussion on how the task was completed – who took what roles, what worked, what didn't etc.
 - Discuss connections between activity and working as a group - importance of working together, everyone with unique perspective/role/offerings, need a variety of individuals to come up with solution

Ground rules

- **Enjoy yourself** – relax and do not hesitate to laugh
- **Listen carefully** – understand others without interrupting
- **Fully participate** – participate actively and equally; ask questions and say what's on your mind
- **Respect others** – use inclusive and respectful language (i.e. non-racist, non-sexist); respect privacy if someone says something meant to be confidential
- **Value differences** – if you do not agree, challenge each other constructively
- **Be open-minded** – be open to learning new ideas and taking some risks
- **Challenge yourself** – and others with the use of “I” statements
- **Be on time** – please respect the work and time required to implement this agenda; everyone's promptness, cooperation and responsibility are needed
- **Reserve side conversations for breaks** – we will work to have breaks with respect to the timeline of the agenda

**To be written on a large easel pad and posted for all to see throughout training sessions*



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Health and Safety Committee Training

Agenda for Session #1

11/4/2010

- 2:00** Introduction
- 2:30** Accidents and their causes (*Accidentes y las causas*)
- 2:45** Break – snacks and refreshments (*Descanso*)
- 3:00** Group work – how to work better as a team
(*Trabajo en grupo—como trabajar mejor en equipo*)
- 4:15** Break – snacks and refreshments (*Descanso*)
- 4:30** Health and safety hazard control process
(*Salud y seguridad: Procesos y controles de peligros*)
- 5:45** Wrap-up (*Resumen final*)
- 6:00** End (*Final*)

Next training session Thursday Nov. 18th

Unit 2 – Accidents and their causes

Purpose

- Establish a common understanding and terminology for workplace health and safety incidents and their causes

Detailed facilitator notes

Activity 1: Accident pyramid (5 minutes)

- Display workplace incident pyramid (slide 1) on projector
- Briefly describe each level of the pyramid, then discuss overall relevance
 - For each fatality or major injury, there are many more “near misses” or unsafe conditions
 - To prevent these more serious incidents, there is significant work to be done in identifying, preventing, and addressing unsafe conditions
- Suggest that the term “accident” be avoided when discussing health or safety incidents. “Accident” implies that occurrence happened purely by chance, when in fact workplace illnesses and injuries are preventable. Incident tends to be a better term, and can refer to near misses or situations resulting in injury.

Activity 2: Discussion of health and safety Incident causes (15 minutes)

- Ask group to name some causes of workplace health and safety incidents
 - Write worker ideas on easel pad at front of room
- Display incident causation model (slide 2) on projector
- Describe model
 - Explain that there are a variety of different factors that can lead to a health or safety incident
 - Discuss each type of factors and the listed examples. Also note where the ideas listed earlier by the group fit into the model
- If time allows, ask for an example of a health or safety incident and have the group try and list the various factors involved using the model as a guide

Resources

Time

- 20 minutes

Materials

- Session 1 PowerPoint– slides 1 - 2

Handouts

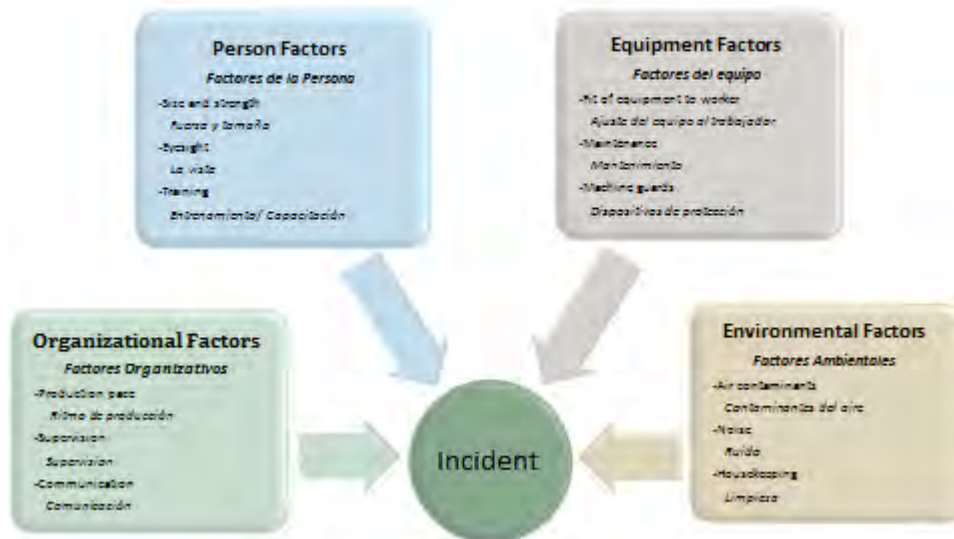
- None

Slide 1 – Workplace incident pyramid



Slide 2 – Causes of incidents

Causes of Incidents



Unit 3 – Committee team building

Purpose

- Clarify goals of general health and safety program
- Increase understanding of the various roles and perspectives in health and safety on the worksite
- Promote group cohesion and collaboration between worker and management members

Resources

Time

- 75 minutes

Materials

- Role-play scenarios

Handouts

- None

Detailed facilitator notes

Activity 1: *Large group discussion of health and safety at worksite (15 minutes)*

- Engage the group in a general discussion about health and safety at their worksite by asking the following questions
 - *Why do we have a health and safety program?*
 - *What are we trying to achieve with health and safety programs at the worksite?*
 - *What could be better about health and safety at the worksite?*
 - *What are some things that make it hard to improve health and safety at the worksite?*

Activity 2: *Small group discussion of health and safety at worksite (30 minutes)*

- Have the committee split into small groups - groups should have 3 or 4 people, with management-appointed members and employee-elected members in separate groups
- If possible, one trainer/facilitator should sit with each group to observe and prompt discussion on the following items. Ask a committee member to take notes.
 - *Feedback on all-group discussion*
 - *Do you agree with comments in large group discussion?*
 - *Anything to add/elaborate?*
 - *Anything you don't agree with or that needs to be revised?*
 - *Discussion of roles in health and safety*
 - *What is your role as a worker/supervisor/manager in health and safety?*
 - *What are some things you can do to improve health and safety? (think about incident pyramid, incident causation model)*
 - *How can the "other group" help you or how can you work together to improve health and safety at the worksite?*
- Ask the groups to report back on the questions and encourage discussion as a whole group on issues raised

Activity 3: Role-play (30 minutes)

- Provide a realistic scenario reflective of the issues in the workplace and ask participants to play various roles in addressing it
- Ask for volunteers to act out the scenario – if possible, try to get a mix of worker and management members
- Assign volunteers to roles outside of current job (i.e. have a worker-member play a supervisor role or vice versa)
- Describe the situation and ask the volunteers act out situation in front of group
- Begin discussion about the scenario by asking some of the following questions to the actors and the entire group;
 - *What were you feeling and thinking during the scenario?*
 - *What do you think the others in the scenario were feeling and thinking?*
 - *How did it feel to play a different role than you're used to?*
 - *What was positive about the interactions in the scenario?*
 - *What could have been improved?*

Unit 4 – Hazard control process

Purpose

- Introduce a model and tools to be used in identifying and addressing workplace hazards
- Increase comfort with hazard recognition and control techniques
- Encourage labor-management collaboration among committee members
- Encourage collaboration between committee members and their constituents

Resources

Time

- 75 minutes

Materials

- Session 1 PowerPoint– slides 3-4
- Hazard recognition photos from Session 1 PowerPoint slides 5-14

Handouts

- “Types of Health and Safety Hazards”
- “Homework”

Detailed facilitator notes

Activity 1: Introduction of hazard control process (15 minutes)

- Display hazard control process diagram (slide 3)
- Explain that the model is one approach to deal with hazards at work
- Briefly describe each step in the process
- Explain that the first step of the hazard control process (See It), is often called hazard recognition or hazard identification
- Ask the group about different ways they may find out about a workplace hazard. If needed, supplement their ideas with the following methods for hazard identification;
 - Walkthroughs
 - Incident/hazard reporting by employees – formal or informal
 - Incident investigations
- Distribute “Types of Health and Safety Hazards” handout and display on projector (slide 4)
- Explain that thinking of hazards in categories is sometimes useful in identifying hazards
- Briefly describe each type of hazard on the handout

Activity 2: Hazard recognition and control exercise (20 minutes)

- Display hazard recognition photographs using the projector
- For each photo, ask the group to name potential health and safety hazards (using the handout as a guide if necessary) and discuss the probability of incident occurring as a result of the hazards, and the severity of the potential consequences
- For a few of the photos, identify one hazard and ask the group to come up with potential solutions for that hazard. Discuss if solutions are temporary or permanent, and if they lead to any other health or safety problems.

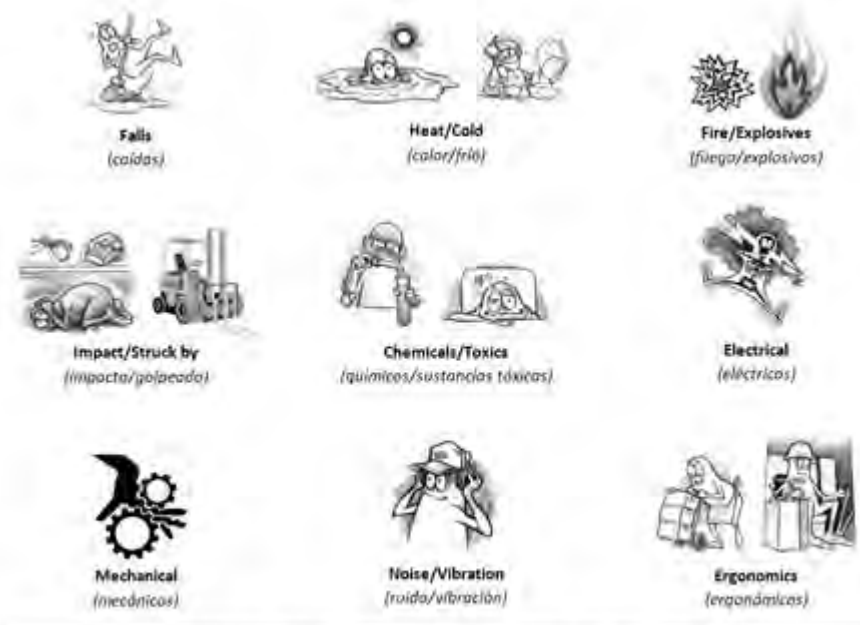
Activity 3: Small group practice (25 minutes)

- Divide committee into groups of 3 or 4, with a mix of worker and management members in each group. Ask one person to take notes.
- Display hazard recognition photo on slide 14 on the projector
- Ask each group to discuss the hazards seen in the photo, as well as potential solutions
- When finished, ask each group to name a few hazards they saw and to describe some of the potential solutions

Activity 4: "Homework" (15 minutes)

- Explain that for many successful health and safety committees, work outside of the regular meetings is needed. This includes taking time to interact with "constituents" (coworkers represented by committee member) to understand their concerns and ideas for health and safety
- Distribute homework handout and describe assignment
 - Worker members - go back to work area and collaborate with co-workers
 - Identify hazards in area
 - Brainstorm solutions
 - Management members - work with upper management/owners to identify priority health and safety issues
- Each member to turn in completed handout before next training session

Hazard control process



TYPES OF HEALTH AND SAFETY HAZARDS

Slide 5 – Hazard recognition photo



Slide 6 – Hazard recognition photo



Slide 7 – Hazard recognition photo



Slide 8 – Hazard recognition photo



Slide 9 – Hazard recognition photo



Slide 10 – Hazard recognition photo



Slide 11 – Hazard recognition photo



Slide 12 – Hazard recognition photo



Slide 13 – Hazard recognition photo



Slide 14 – Hazard recognition photo for small group exercise



One way to make a health and safety committee more successful is to get input on health and safety issues from all workers.

Una manera para que un comité de salud y la seguridad tengan éxito es conseguir información acerca de los aspectos de seguridad y de salud por parte de todos los trabajadores.

Your “assignment” is to talk with the other workers in your area about health and safety issues in your work area.

Tu "misión" es hablar con tus compañeros de trabajo acerca de los temas de salud y seguridad en tu área.

- **Ask your coworkers about the health and safety issues they see in the work area, and possible solutions for those problems and concerns.**

Pregúntale a tus compañeros de trabajo acerca de las situaciones de seguridad y las posibles preocupaciones y soluciones a estos problemas.

- **Then, write down the issues and ideas for solutions in the form.**

Luego escribe los problemas y las ideas para solucionar los problemas en las columnas siguientes.

- **Hand in to safety director by November 10, 2010.**

Entrégaselo al director de seguridad el día Noviembre 10, 2011

Health & Safety problem/concern

(Problemas y preocupaciones de salud y seguridad)

Example (Ejemplo) :

- **A belt on a machine is exposed and could catch clothing or a body part**
(Una faja en una máquina está expuesta y podría atrapar la ropa o una parte del cuerpo)

Ideas to fix the problem/concern

(Ideas para solucionar los problemas)

Examples (Ejemplos):

- **Purchase guard to enclose belt**
(Comprar y reemplazar la cobertura de protección para la faja)
- **Put up cones around area to prevent people from coming near belt**
(Colocar conos de seguridad alrededor del área para evitar que la gente se acerque a la máquina con la faja expuesta)

Unit 5 – Debrief/wrap up

Purpose

- Encourage participants' reflection and expression of thoughts and ideas learned in the session

Detailed facilitator notes

- Debrief
 - Ask group how it felt to do the training activities and to interact with other committee members
 - Ask group what they learned during the session
- Introduce what will be covered in next session
 - Communication
 - Characteristics and activities of effective health and safety committees
 - Results from baseline health and safety assessment
 - Planning for future committee activities

Resources

Time

- 10-15 minutes

Materials

- None

Handouts

- None

Session 2

Unit 1 – Session 2 Introduction and Communication

Purpose

- Increase participants' awareness and understanding of individual and cultural differences in communication

Detailed facilitator notes

Activity 1: Session 2 Introduction (15 minutes)

- Re-introduce facilitator and training staff
- Review ground rules list from Session 1 - Activity 1
- Ask group for thoughts on last training (i.e. memories, successes, challenges)
- Remind group of training purpose (from Session 1 - Activity 1)

Activity 2: Communication icebreaker game (15 min)

- Arrange a line of chairs facing the front of the room and have participants sit in them (they should be seated so that they can only see the participants in front of them)
- Explain that the purpose of the exercise is to communicate a message up the line, so that the person at the front can complete the task being communicated. However, the participants are not allowed to talk during the game – they must only convey the message through gestures.
- Show the photo to the person seated at the back of the line and ask them to act out what they see in the picture to the person in front of them. Then have that person gesture what they saw to the person in front of them, and so on.
- The person at the end of the line should then select from the box of props to act out the message that he/she received.
- Show the group the original photo and compare to what the last person in line did with the props.
- Debrief
 - Ask the group what they felt was challenging about the game
 - Ask how it felt not to be able to talk

Resources

Time

- 60 minutes

Materials

- Ground rules from Session 1
- Photo for icebreaker game
- Box of personal protective equipment props
 - New earplugs
 - Dust mask
 - Safety glasses
 - Safety boot
 - Other assorted safety gear or tools

Handouts

- "Session 2 Agenda"

Activity 3: Communication (30 minutes)

- Transition from discussion on icebreaker game
- Ask group to discuss experiences with “homework” assignment
 - *How did it feel to talk to coworkers?*
 - *Describe some of the language or communication barriers encountered*
 - *What were some of the techniques you used to communicate?*
- Discuss communication issues with language/cultural barriers
 - *How do you know if you’re being understood?*
 - *How do you let others know you understand them?*
 - *Are these the same indicators for all people?*
 - *What are some universal ways to communicate a message?*
 - *What are some ways to facilitate communication with those who speak a different language?*



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Health and Safety Committee Training

Agenda for Session #2

11/18/2010

- 2:00** Improving communication (*Mejorando la comunicación*)
- 3:00** Break – snacks and refreshments (*Descanso*)
- 3:15** How to be a successful health and safety committee
(*Como tener éxito en los comités de salud y seguridad*)
- 4:00** Health and safety at SMR (*Salud y seguridad en SMR*)
- 4:45** Break – snacks and refreshments (*Descanso*)
- 5:00** Planning for the future (*Planear para el futuro*)
- 5:45** Wrap-up (*Resumen final*)
- 6:00** End (*Final*)



Unit 2 – How to be an effective committee

Purpose

- Promote awareness and reflection for current committee functioning/effectiveness
- Increase participants' awareness and encourage adoption of characteristics and activities of successful health and safety committees

Detailed facilitator notes

Activity 1: *Current committee functioning (30 minutes)*

- Engage the group in a general discussion about their health and safety committee by asking the following questions;
 - *What are committee successes/accomplishments?*
 - *What has the committee been doing that is working well?*
 - *What has the committee been doing that hasn't been working?*
 - *Any ideas for being more successful?*
 - *New procedures/policies for how the committee works; how meetings are run?*
 - *New systems/activities?*
 - *Knowledge/skills needed?*

Activity 2: *Successful health and safety committees (15 minutes)*

- Distribute handout "What the research tells us about successful health and safety committees"
- Display Session 2 PowerPoint with projector
- Explain that research studies/best practices have found that there are a variety of characteristics and activities common to successful committees which will be summarized in presentation
- Present material on slides 1-10

Resources

Time

- 45 minutes

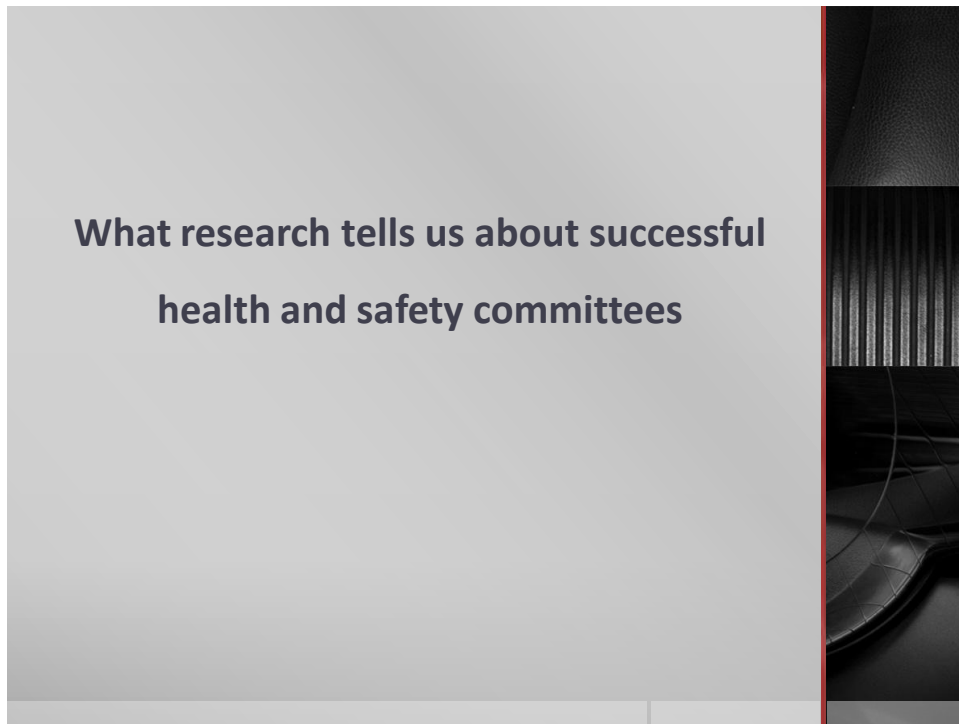
Materials

- Session 2 PowerPoint- slides 1-10

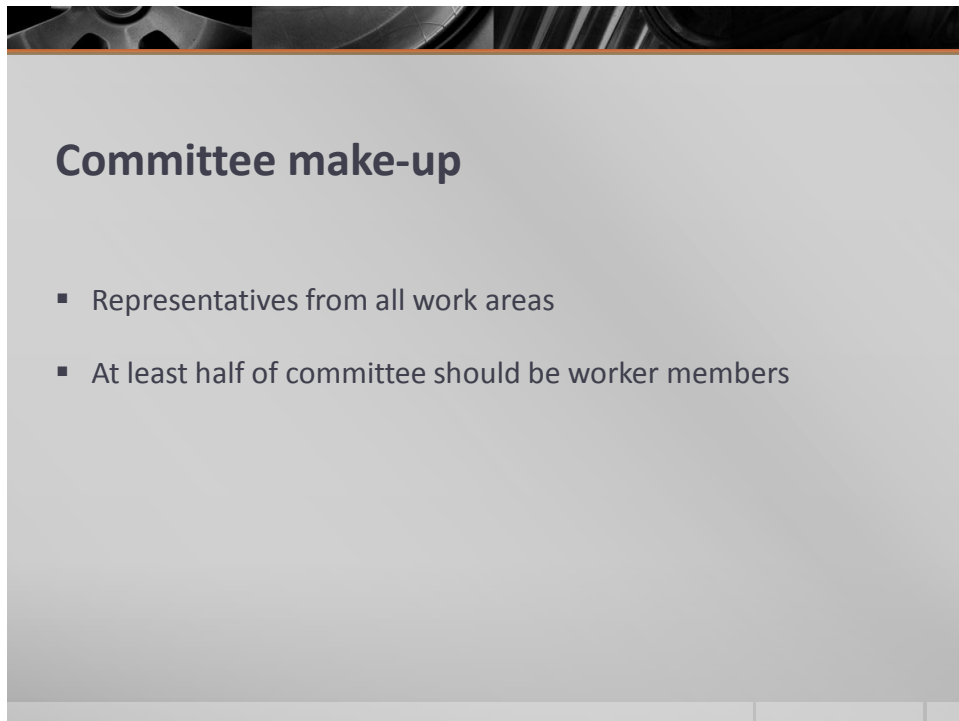
Handouts

- "What the research tells us about successful health and safety committees"


Slide 1



Slide 2




Slide 3



Roles and responsibilities

- A charter describes...
 - Role of committee within health and safety program
 - Which health and safety activities will the committee participate in or oversee
 - Individual member roles
 - Declare chair of committee or worker/management co-chairs?
 - Participation in committee activities
 - Developing agendas
 - Taking minutes
 - Authority of committee (i.e. spend money, make changes, make recommendations)


Slide 4



Meeting format

- Allow enough time to address health and safety issues as they come up
 - Meet regularly – at least an hour monthly
 - Additional meetings and time as needed
- Agendas created and handed out before meeting
 - Members assigned to report on agenda items as appropriate, run portions of meetings
- Keep careful minutes
 - List members responsible for action items
 - Approve minutes at beginning of each meeting
- Have a decision-making process


Slide 5



Communication

- With management
 - Written recommendations
- With workers
 - Post list of members, meeting times
 - Post minutes in a timely manner
 - Suggestion box –worker reports of hazards, near misses – option to remain anonymous
 - Safety meetings

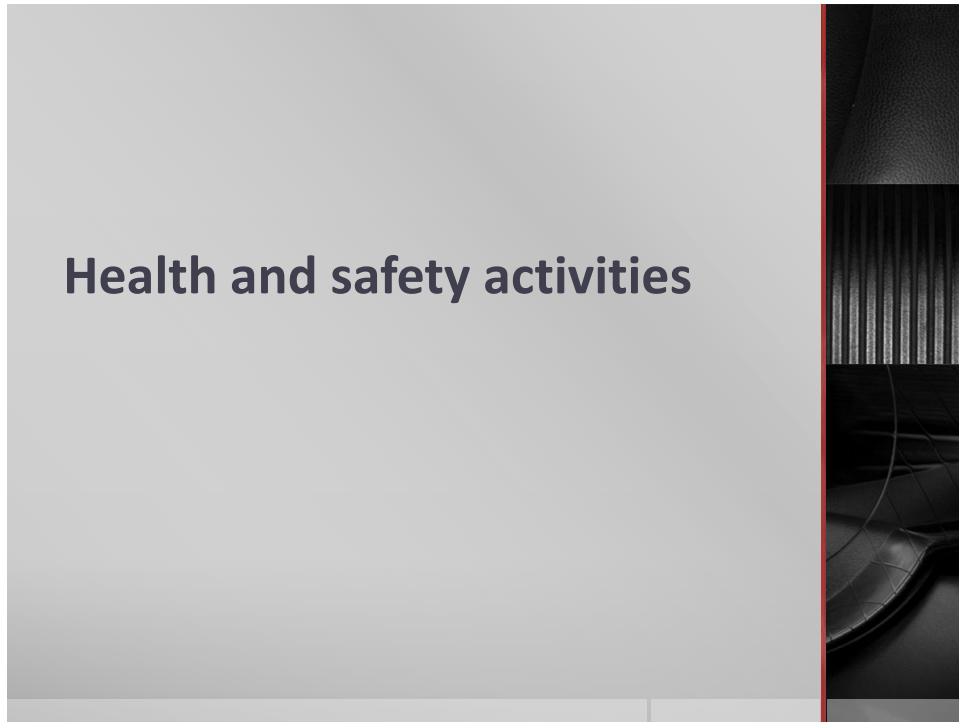
Slide 6



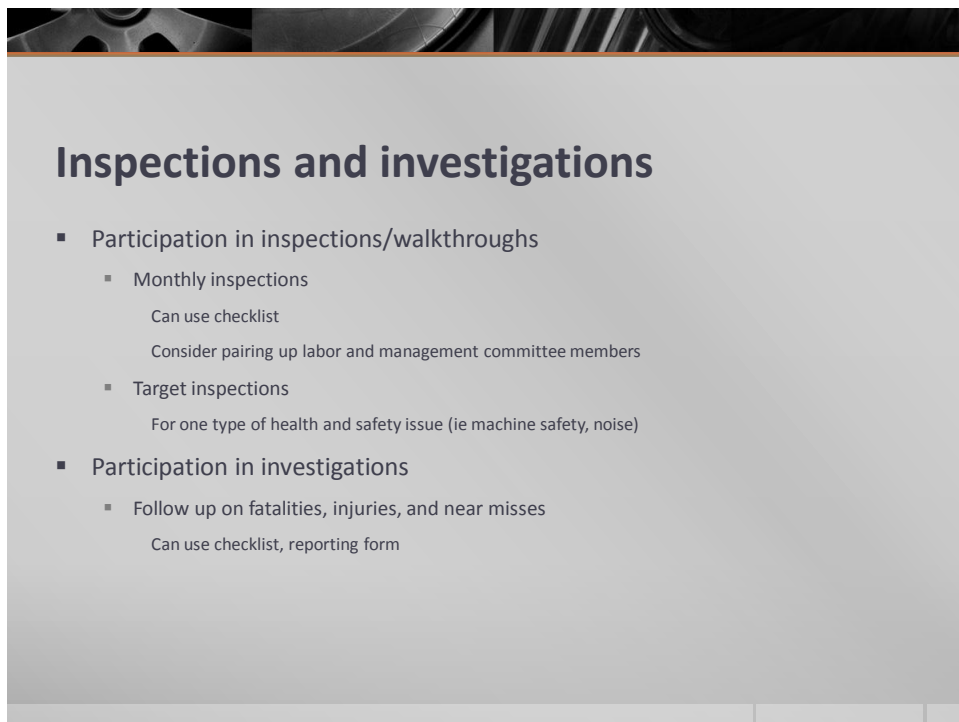
Checking to see if the committee is working well

- Identify goals for committee and health and safety
- Regular evaluation of committee effectiveness, progress on goals (i.e. yearly, every 6 months)
 - Checklists, forms, discussion questions


Slide 7



Slide 8




Slide 9



Reviewing records and reports

- Injury and illness records – OSHA 300 log
 - Numbers of injuries/illnesses
 - How often injuries/illnesses happen
- Hazard or near miss reporting
 - Forms for workers to fill out
 - Look for patterns

Slide 10



Participation in ongoing training

- For committee members
- For workers

What the research tells us about successful health and safety committees

Committee make-up

- Representatives from all work areas
- At least half of committee should be worker members

Roles and responsibilities

- Describe in a “charter” document
 - Role of committee within health and safety program
 - Which health and safety activities will the committee participate in or oversee
 - Individual member roles
 - Declare chair of committee or worker/management co-chairs?
 - Participation in committee activities
 - Developing agendas
 - Taking minutes
 - Authority of committee (i.e. spend money, make changes, make recommendations)

Meeting format

- Allow enough time to address health and safety issues as they come up
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Communication

- With management
 - Written recommendations
- With workers
 - Post list of members, meeting times
 - Post minutes in a timely manner
 - Suggestion box –worker reports of hazards, near misses – option to remain anonymous
 - Safety meetings

Checking to see if the committee is working well

- Identify goals for committee and health and safety
- Regular evaluation of committee effectiveness, progress on goals (i.e. yearly, every 6 months)
 - Checklists, forms, discussion questions

Health and safety activities

- Participation in inspections/walkthroughs
 - Monthly inspections
 - Can use checklist
 - Consider pairing up labor and management committee members
 - Target inspections
 - For one type of health and safety issue (ie machine safety, noise)
- Participation in investigations
 - Follow up on fatalities, injuries, and near misses
 - Can use checklist, reporting form
- Reviewing records and reports
 - Injury and illness records – OSHA 300 log
 - Numbers of injuries/illnesses
 - How often injuries/illnesses happen
 - Hazard or near miss reporting
 - Forms for workers to fill out
 - Look for patterns
- Participation in ongoing training
 - For committee members
 - For workers

Que nos informan los estudios acerca de la efectividad de los Comités de salud y seguridad

Composición del comité

- Representantes de todas las áreas de trabajo
- Por lo menos la mitad del comité deben ser trabajadores

Funciones y responsabilidades

- Descrito en el documento que contiene los estatutos
 - El papel del comité dentro del programa de salud y seguridad
 - ¿En cuales actividades de salud y de seguridad el comité participará o supervisará?
 - El rol del miembro del comité
 - Seleccionar el presidente del comité o ¿co-presidencia por parte de la gerencia/trabajadores?
 - Participación en actividades del comité
 - Desarrollo de la agenda del comité
 - Tomando notas de las actas del comité
 - Autoridad del comité (ej., hacer cambios, presentar recomendaciones, utilización de fondos)

El formato de las reuniones

- Permitir tiempo suficiente para hacer frente a problemas de salud y la seguridad a medida que surgen
 - Reunirse regularmente—por lo menos una hora al mes
 - Reuniones y tiempo adicional cuando sea necesario
- Agendas son desarrolladas y distribuidas antes de la reunión del comité
 - Ciertos miembros son asignados a reportar partes de la agenda, dirigir partes de la reuniones
- Mantener en detalle las notas de las actas
 - Mantener un listado de los miembros del comité responsables por puntos de acción
 - Aprobar las actas de las reuniones previas antes de comenzar la nueva reunión
- Establecer un método para la toma de decisiones

Comunicación

- Con la gerencia
 - Recomendaciones por escrito
- Con los trabajadores
 - Publicar la lista de los miembros del comité, el horario de las reuniones
 - Publicar las actas de las reuniones en un tiempo adecuado
 - Caja de sugerencias—reporte por parte de los trabajadores acerca de riesgos, cuasi/casi accidentes—con la opción de mantener el anonimato
 - Reuniones periódicas de seguridad

Verificar la eficacia del comité (Que tan bien esta funcionando)

- identificar los objetivos del comité y de la salud y la seguridad
- Evaluación periódica de la efectividad y el progreso de los objetivos (ej., anualmente, cada seis meses)
 - Lista de controles, formularios, temas de discusión

Actividades de salud y seguridad

- Participación en inspecciones/rondas de seguridad
 - Inspecciones mensuales
 - Utilizando listas de control
 - Considere el emparejamiento de dos miembros del comité (gerencia/trabajador)
 - Fijar objetivos de las inspecciones
 - Para un tipo de problema de salud y seguridad (ej., seguridad de maquinaria, ruido)
- Participación en las investigaciones de accidentes
 - Dar seguimiento a la investigación de accidentes fatales, lesiones y casi-accidentes
 - Utilizar una lista de controles, hojas de reporte
- Revisar los registros y reportes
 - Registros de lesiones, heridas y enfermedades—OSHA 300
 - Numero de lesiones/heridas/enfermedades
 - Que tan seguido ocurren las lesiones/heridas/enfermedades
 - Peligros y reportes de casi-accidentes
 - Formularios para ser completados por los trabajadores
 - Observación de patrones
- Participación en entrenamientos en desarrollo
 - Para miembros del comité
 - Para los trabajadores

Unit 3 – Health and safety at your worksite

Purpose

- Promote communication of health and safety issues raised in members' respective departments
- Inform participants of UW health and safety assessment process

Detailed facilitator notes

Activity 1: "Homework" reports (30 minutes)

- Ask participants to share some of the issues raised/discussed from their "Homework" exercise
- Discuss any commonalities, potential solutions etc
- Reiterate that interacting with "constituents" to learn about the health and safety issues they experience is a key function of the health and safety committee

Activity 2: UW health and safety assessment (15 minutes)

- Display Session 2 PowerPoint with projector – starting on slide 11
 - Explain the exposure concepts on slide 11
 - Describe the data collection process as outline on slide 12
 - Show example of results from noise monitoring on slides 13-15
- Explain that comprehensive results will be presented at an upcoming health and safety committee meeting – all committee members will receive a detailed report in English/Spanish

Resources

Time

- 45 minutes


Materials

- Session 2 PowerPoint – slides 11-15
- Completed "homework" forms from participants

Handouts

- None


Slide 11



Workplace exposures

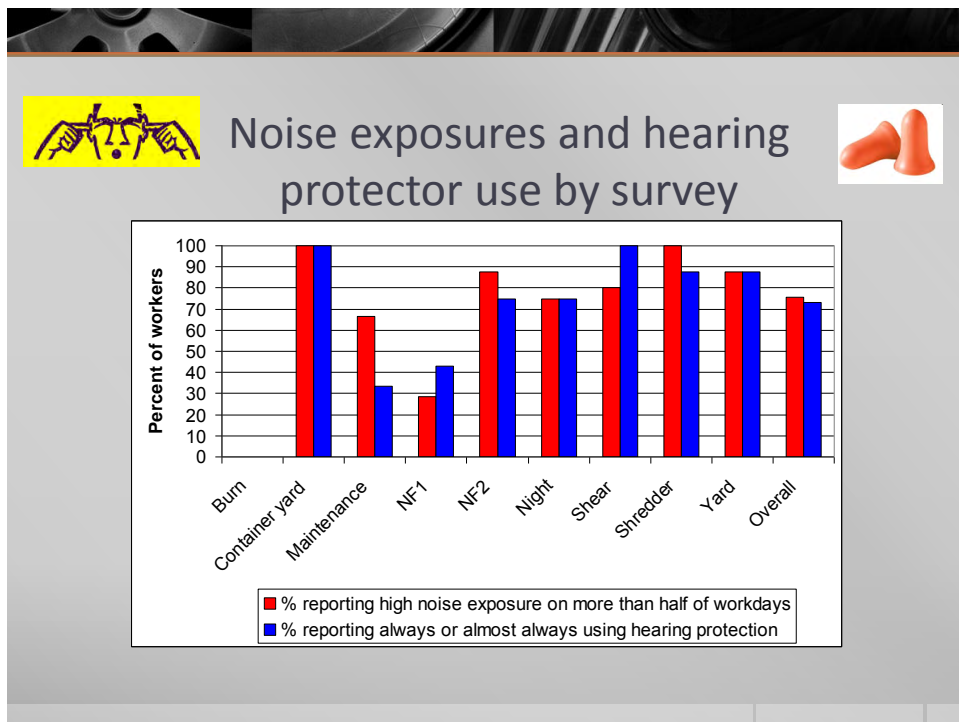
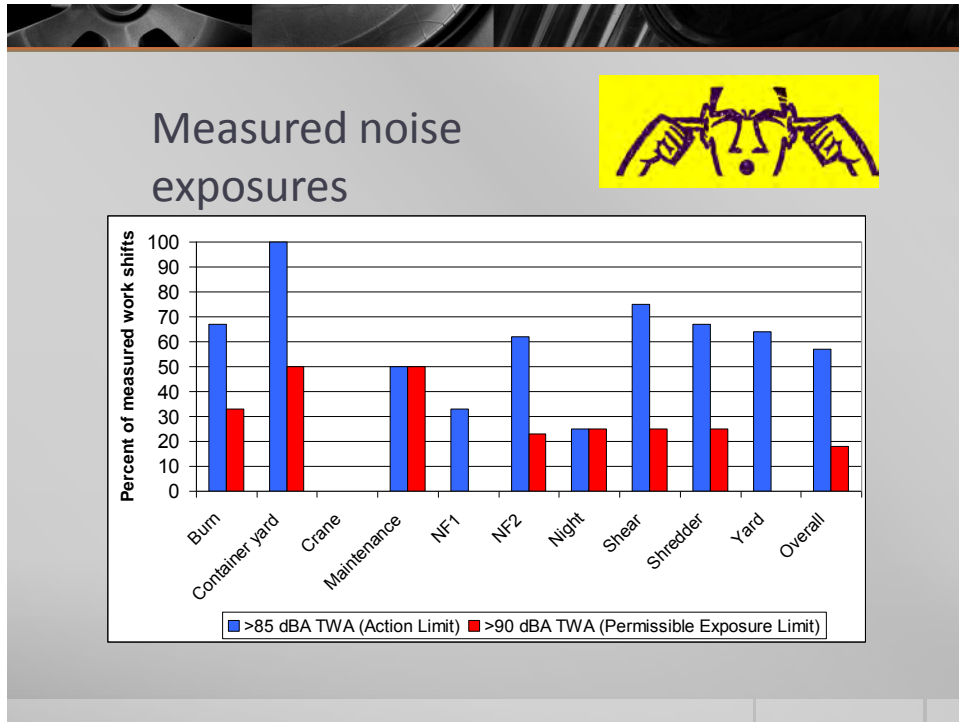
- Permissible Exposure Limit
- Action Limit
- Exposure variability
- Regulatory compliance vs. best practice

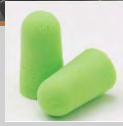
Slide 12



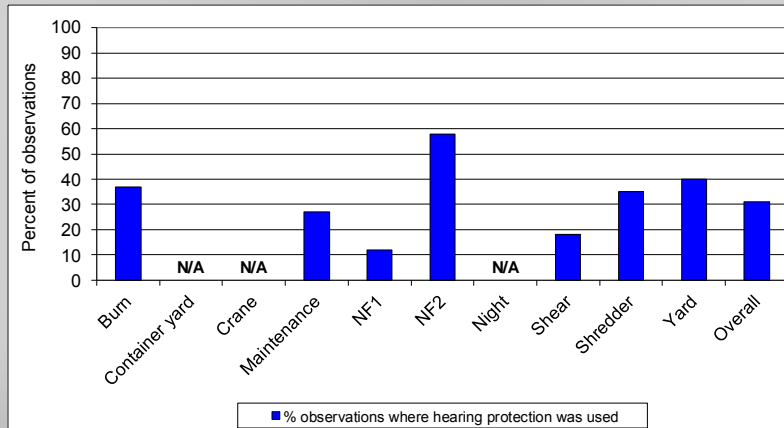
Data UW has collected

- Industrial hygiene measurements
 - Exposure levels in the workplace
- Surveys
 - What workers think is happening in the workplace
- Observations
 - What UW sees happening in the workplace





Hearing protector use during observations



Unit 4 – Next steps for the health and safety committee

Purpose

- Encourage discussion and planning of next steps to improve committee functioning and effectiveness

Detailed facilitator notes

Activity 1: *Small group discussions of next steps (30 min)*

- Have the committee split into 3 groups of 3-5 with a mix of management-appointed members and employee-elected members
- Each group will discuss a different topic – communication, committee structure and function, or health and safety activities. Provide each group with a different set of the provided discussion questions.
- If possible, one trainer/facilitator should sit with each group to observe and prompt discussion on the provided discussion questions. Ask a committee member to take notes.
- After about 25 minutes, ask each group to identify a few priorities resulting from the discussion

Activity 2: *Large group activity/discussion of next steps (20 minutes)*

- Ask one person from each group to share their selected priorities. Facilitator or other training staff should record these items on large easel pad at front of room.
- Discuss/clarify items listed as needed
- Once all items have been listed, ask each participant to choose 2 or 3 of the items from the list that see as the most important. Then, ask the participants to go to the front of the room and put a star/mark next to their priority items.
- Observe any trends and discuss with group

Resources

Time

- 50 minutes

Materials

- Small group discussion questions

Handouts

- None

Communication

Within committee

- How will we make sure everyone is participating?
- How will we make sure everyone understands?
 - What about members who are more comfortable speaking Spanish?

With management

- How will we inform management of committee activities?
- How will we make recommendations to management?
 - Written or verbal?
 - How will we make sure management responds to recommendation?

With workers

- How will we inform workers of committee activities?
- How will we inform workers of health and safety issues?
- How will we make sure workers can inform the committee of health and safety issues?
- What about workers who are more comfortable speaking Spanish?

Comunicación

Dentro del comité

- ¿Cómo vamos a asegurarnos de que todos los miembros participan?
- ¿Cómo vamos a asegurarnos que todos los miembros entienden?
 - ¿Qué pasa con los miembros que se sienten más cómodos hablando Español?

Con la gerencia

- ¿Cómo vamos a informar a la gerencia de las actividades del comité?
- ¿Cómo vamos a proponer recomendaciones a la gerencia?
 - ¿Por escrito o en forma verbal?
 - ¿Cómo nos aseguraremos que la gerencia da respuesta a nuestras recomendaciones?

Con los trabajadores

- ¿Cómo vamos a informar a los trabajadores de las actividades del comité?
- ¿Cómo vamos a informar a los trabajadores acerca de las cuestiones de la salud y seguridad?
- ¿Cómo vamos a hacer que los trabajadores informen al Comité acerca de las cuestiones de salud y seguridad?

¿Qué pasa con los trabajadores que sienten más cómodos hablando en Español?

Committee structure and function

Roles and responsibilities

How does the committee fit into the rest of the health and safety program at SMR?

- How should the committee support the health and safety program?

What kind of authority will the committee have?

- Ability to manage own budget, spend money?
- Authority to make changes in the worksite?
- Advising/making recommendations to management?

Individual roles in the committee

- Who should lead the committee?
 - What about co-chairs – worker and management representatives
- Who will write up the agenda?
- Who will record minutes?
 - Same person or rotate?

Meeting format

What should meetings look like?

- How often should the committee meet?
- For how long?
- Who will run the meetings?
 - Chairperson(s)?
 - Individual members report on some agenda items?

How will decisions be made (for setting priorities, for disagreements)?

- Should any one individual be able to veto ideas?
- Voting or consensus (presenting arguments, debating)?

How will the committee make sure action items get dealt with?

- How will we keep track of action items?
- How will we track progress on action items?

Estructura y Función del Comité

Rol y Responsabilidades

¿Cómo encaja el comité en el resto del programa de salud y seguridad en el SMR?

- ¿Cómo debería el comité dar apoyo al programa de salud y seguridad?

¿Qué tipo de autoridad tendrá el comité?

- ¿Capacidad para gestionar un presupuesto propio, utilizar los fondos?
- ¿Autoridad para realizar cambios en el lugar de trabajo?
- ¿Asesoramiento/ formular recomendaciones a la gerencia?

Los roles individuales en el comité

- ¿Quién debe liderar el comité?
 - ¿Qué pasa con los co-presidentes - representantes de los trabajadores y la gerencia?
- ¿Quién va a redactar la agenda?
- ¿Quién va a anotar/redactar las actas o minutos de las reuniones?
 - Con rotaciones o el mismo miembro?

Formato de las reuniones

¿Cómo deberían llevarse a cabo las reuniones?

- ¿Con qué frecuencia se debería reunir el comité?
- ¿Por cuánto tiempo?
- ¿Quién va a dirigir las reuniones?
 - ¿Presidente(s)?
 - ¿Miembros reportan algunos de los temas de la agenda (programa)?

¿Cómo se tomaran las decisiones (para el establecimiento de prioridades, para resolver desacuerdos)?

- ¿Existe la posibilidad que un miembro sea capaz de vetar las ideas?
- ¿Votar o consenso (la presentación de argumentos, debate)?

¿Cómo verificara el comité que los puntos de acción son tratados y resueltos?

- ¿Cómo vamos a asegurar que se ha dado un seguimiento a los puntos de acción?
- ¿Cómo vamos a monitorizar el progreso de las acciones a tomar?

Health and safety activities

Current activities

- Is the committee already participating in any of the activities on the list?
 - How are they working?
- What types of information do these activities provide?
- Are the right people involved?
 - Should more workers be involved?
- Are the forms/checklists/tools used (if any) working?
- Could changes be made to the activities we do to make them work better?
 - Could they provide more information?
 - What resources would be needed?
 - Forms/checklists
 - Health and safety expertise
 - Time
 - Committee members to be involved

Potential new activities

- Are there any activities on the list that the committee does not do or participate in that might be helpful?
- What types of new information would the activities provide?
 - How will we use the information?
- Who would be involved in these activities?
- What resources would be needed?
 - Forms/checklists
 - Health and safety expertise
 - Time

Actividades de Salud y Seguridad

Actividades actuales

- ¿Está el comité participando en alguna de las actividades en la lista?
 - ¿Cómo están trabajando?
- ¿Qué tipo de información ofrecen estas actividades?
- Se encuentran involucradas las personas indicadas?
 - ¿Deberían ser incluidos mas trabajadores?
- ¿Son útiles los formularios y listas de control / herramientas utilizadas (si alguna)?
- ¿Se podrían hacer cambios en las actividades que llevamos a cabo para que funcionen mejor?
 - ¿Podrían proporcionar más información?
 - ¿Qué recursos serían necesarios?
 - Listas de acción, formularios
 - Experiencia en salud y seguridad
 - Tiempo
 - Miembros del comité que debería estar involucrados

Posibles nuevas actividades

- ¿Hay alguna actividad en la lista que el comité no participa en que podría ser útil?
- ¿Qué tipo de nueva información ofrecen las actividades?
 - ¿Cómo utilizaremos la información?
- ¿Quién participará en estas actividades?
- ¿Qué recursos serían necesarios?
 - Formularios, listas de acción
 - Experiencia en salud y seguridad
 - Tiempo

Unit 5 – Debrief/wrap up

Purpose

- Encourage participants' reflection and expression of thoughts and ideas learned in the session

Detailed facilitator notes

- Debrief
 - Ask group how it felt to do the training activities and to interact with other committee members
 - Ask group what they learned during the session
 - Ask group what they hope the results will be from the training sessions/what they are looking forward to
- Describe next steps in UW study
 - Presentation of detailed health and safety assessment results at next committee meeting
 - Ongoing involvement and support in committee activities
 - Provide support and resources for priority activities as identified by committee
 - Re-check health and safety performance in about 1 year, followed by final report

Resources

Time

- 10-15 minutes

Materials

- None

Handouts

- None