

Safety Committee Charter - Appendix B: Committee Size and Meeting Frequency

The number of Safety Committee members needed for any given committee is dependent on the number of employees at that facility. All Campuses are required to have a committee but the Centers could have either a committee or a representative on the committee of the affiliated Campus. The following table provides guidance on determining if a committee is required and how many members are needed for each committee.

Center Size	Members needed
Less than 10 Employees	One representative attend for affiliated campus
10 to 20 Employees	At least 2 members
Over 20 Employees	At least 4 members

Safety Committee meeting frequency is dependent on the nature of the work performed at a given facility. The following table provides guidance of determining how often a Safety Committee should meet.

Nature of Work	Frequency of Meeting
Employees do mostly office work	At least quarterly
Employees work in higher hazard areas	At least monthly