

## Safety Committee Charter – Form 5: New Member Checklist

Member Name: \_\_\_\_\_

Campus/Center: \_\_\_\_\_ Date: \_\_\_\_\_

When a new member joins a Safety Committee, the chairperson should go through this checklist with them to prepare them for their roles and responsibilities on the committee.

Item	Comments
<b>Safety Committee Charter</b>	
<ul style="list-style-type: none"> <li>Chapter location on EH&amp;S webpage</li> </ul>	
<ul style="list-style-type: none"> <li>Review Roles and Responsibilities</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting times and location</li> </ul>	
<b>Forms</b>	
<ul style="list-style-type: none"> <li>Agenda procedures</li> </ul>	
<ul style="list-style-type: none"> <li>Meeting Minutes</li> </ul>	
<ul style="list-style-type: none"> <li>Safety Inspection</li> </ul>	
<ul style="list-style-type: none"> <li>Correction Recommendation</li> </ul>	
<b>Document Access</b>	
<ul style="list-style-type: none"> <li>EH&amp;S webpage links</li> </ul>	
<ul style="list-style-type: none"> <li>File storage location (Google Drive, Spaces)</li> </ul>	
<b>Training</b>	
<ul style="list-style-type: none"> <li>Online training access</li> </ul>	
<b>Additional Notes:</b>	

## **Checklist directions:**

### **Safety Committee Charter:**

- Show the new member where the Health & Safety Manual is located on the EH&S website. Give them a copy of the Safety Committee Charter.
- Review the roles and responsibilities so the new member is aware what is expected of them.
- Provide the new member with information on Safety Committee meeting locations and times. Ensure they are included on committee calendar events.

### **Forms:**

- Review the forms and procedures used by the Safety Committee for establishing agendas and taking meeting minutes.
- Familiarize new members with the specific safety inspection procedures for the campus/center and how correction recommendations are communicated to departments and management.

### **Document Access:**

- Show the new member where the Safety Committee minutes are located on the EH&S website.
- Provide the new member with access to the Safety Committee's file storage (Google Docs, Spaces, etc.) for committee documents.

### **Training:**

- Show the new member how to access the Safety Committee training curriculum in the Learning Management System. Communicate to them the time line they have to complete the training.