

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

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 of 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 two required online training curricula in the MyCareer@PCC. Communicate to them the timeline they have to complete the training.