Safety Committee Meeting Best Practices
June 11, 2026

Presenter:
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MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND JIF

Before we get started…

Open enrollment for the MEL Leadership Academy is available thru June 22nd

- 7 mandatory classes
- 4 electives
- 2 year period

Before we get started…

MSI Expo

- Excavation, Trenching, and Shoring (4 hours)
- Work Zone Safety (4 hours)
- Fast Track to Safety (4 hours - Must Attend All Four Sessions to Receive CEUs)
  - Lockout/Tagout – Control of Hazardous Energy
  - Personal Protective Equipment
  - Ladder Safety
  - Severe Weather Best Practices
- Practical Leadership – 21 Irrefutable Laws (3 hours - Available at Select Locations)

Before we get started…

MSI Expo

DATE	MSI EXPO LOCATION	COUNTY	ADDRESS
Friday, April 10th	Middlesex Co. Fire Academy^	Middlesex	1001 Fire Academy Drive, Sayreville, NJ
Thursday, April 16th	Morris County Public Safety Training Academy^	Morris	500 W Hanover Ave., Morristown, NJ
Tuesday, May 19th	Witherspoon Hall	Mercer	400 Witherspoon Street, Princeton, NJ
Wednesday, June 24th	Atlantic Cape Community College^	Cape May	341 South Dennis Rd., Cape May CH, NJ
Wednesday, September 16th	Burlington Co. Emergency Training Center^	Burlington	53 Academy Drive, Westampton, NJ
Wednesday, October 15th	Bergen Co. Law & Public Safety Institute	Bergen	281 Campgaw Rd., Mahwah, NJ
Thursday, October 22nd	Atlantic Cape Community College, Building C	Atlantic	5100 Black Horse Pike, Mays Landing, NJ
Friday, November 6th	Rowan College of South Jersey^	Gloucester	1400 Tanyard Rd., Sewell, NJ

Elements of a Safety Program

- Support from upper management
- Regulatory written programs
- Facility inspections
- Safety training
- Job Safety Observations (JSO)
- Safety Committees
- Accident / injury investigations

Purposes of a Safety Committee

- Create a strong awareness of safety
- Act as clearinghouse for safety activities
- Encourage dialogue between departments
- Gain employee involvement in safety programs
- Foster buy-in of safety programs
- Reduce workplace accidents, injuries & illnesses

Effective Committees

- How do you know if you are on-target with your Committee?
- What does an effective Committee look like?

Raise Your Hand if you have a firm picture of what an effective Committee should look like.

Types Of Safety Committees

- Linked to department head meeting
- Departmental meeting
- Management – Union meeting
- Independent, stand-alone meeting
- Accident Review Committee

Committee Composition

- All Management
- Labor and Management
- Rotating Members (Optional)
- Workable size – 7 to 10 optimal
- Invite your NJUA Loss Control Consultant

Decision makers must be present for committee to be effective!

Committee Roles

- Chairperson
- Secretary
- Claims Coordinator
- Department Representatives

Chairperson

- Arrange meeting place
- Notify members of meetings
- Schedule the meetings
- Conduct meetings efficiently
- Set the agenda
- Make assignments
- Review minutes and materials

Consider rotating the role of Chairperson

Secretary

- Prepare and distribute minutes
- Record action plans
- Report on the status of action items

Claims Coordinator

- Present loss information
- Do not share names
- Or medical information
- Review incident reports
- Identify trends
- JIF-wide
- Member-specific
- Record action plans

Department Delegates

- Attend safety committee meetings
- Contribute ideas for improvement
- Gather ideas for improvements from other employees
- Model safe work practices
- Encourage others to follow safe practices
- Report on workplace inspections
- Report on Job Site Observations

Qualities of a Good Delegate

- Open to ideas
- Pro-active
- Accountable
- Leadership
- Responsible
- Good communicator
- Sensitive to needs of others

Demonstrate Commitment

- Department & Representatives must ‘walk the walk’
- Regularly attend meetings
- Expect / require effective representation from all stakeholders / departments
- Follow-up on action items
- Incorporate Safety Committee items in other meetings
- ‘Talk’ safety up and down organization

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Running a Safety Committee Meeting

KEY: Make Meetings Worth Everyone's Time

If they gain something worth their time to attend, they will attend.

Strategies:

- Can you include something for everyone?
- A common goal
- Team problem-solving
- Does everyone need to attend every meeting?
- Can a core committee meet and invite additional representatives as needed?

Planning Meetings

- Determine frequency of meetings
- Set a consistent date, time, & location
- Send reminder & agenda about 1 week prior
- Consistent in form & format
- But provides for current items
- Minutes of last meeting
- Start on time

Typical Agenda Items

- Approve last meeting's minutes
- Reports from each department
- Facility inspections
- Job Site Observations
- Employee suggestions
- Follow-up on past action items
- Upcoming safety activities/ training
- Accident / Injury Investigations

Agenda Tips

- Make it clear why the item is on the Agenda
- Information only
- Seeking input from the Committee on a topic
- Need a decision from the Committee at the meeting
- Identify WHO will handle the item during the meeting
- For Input & Decision items, phase the Agenda item as a question to be answered.
- Consider assigning a time for each Agenda item
- Attendees will appreciate ending on time

Running a Meeting

- Make every meeting count
- Own your meeting, take charge and keep the meeting moving forward
- Start and end on time
- Get the constructive input you need from everyone present
- Close with an action plan

Accident / Injury Review

- Alternative Methods:
  - Safety Committee conducts investigation
  - Safety Committee creates action plan from the department's investigation
  - Safety Committee reviews the department's investigation & action plan

After the Meeting

- Prepare and review minutes
- Distribute minutes within 48 hours
  - Or at least action items
- Communicate successes, progress & challenges throughout organization
- Upper management
- Workforce

Include Team Building Activities

- There should be an element of ‘TEAM’ in your Committee
- Strategies to include team / fun in your meetings
- Set a goal for the Committee
- Expect everyone to report on their activities
- Have an ice-breaker / get to know you activity
- Celebrate successes as a team
- Celebrate during the year. Don’t wait until the end
- Celebrate even little successes
- Consider setbacks not as failures, but as learning opportunities for the team

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Virtual Meetings

Generally, Cameras Should be On

- Builds interaction, fosters attention
- Especially if attendees are in their offices
- Be sensitive if attendee is home
- Check your image
- Lighting
- Background
- Framing
- Rule of Thirds
- Eyes at 2/3 height

Establish Ground Rules for Interactions

- Microphones should be muted unless talking
- Can anyone unmute to start talking, or
- Will they be asked to Raise Their Hand to be recognized?
- Will some interaction be in Chat Tool or through using non-verbal feedback tools
- Ask open-ended questions
  - "Please tell the Committee what your Department has done"
  - Avoid questions like, " Do you have anything to add?"

Be Familiar with the Platform

- Know how to share your screen
- Know how to use annotation tools
- Be prepared to assist others with
- Sharing their screen
- Use their annotation tools
- Can your meeting be recorded and shared with those who could not attend

Summary

- Meet on a regularly scheduled basis
- Respect everyone's time and input
- A better Agenda will make for a better meeting
- Celebrate success at every opportunity

Resources

1. Safety Committee Meeting Best Practices Video

2. Simulated Safety Committee Meeting Video

3. Sample Agenda

Meeting Schedule for 2026

Date	Time	Location	Topic	Presenter
March 10th	11:30 am	Manalapan	Monmouth JIF Operations & Resources	Paul Shives & Matt Genna
May 14th	11:30 am	In Person - Same as Fund Meeting (TBD)	Qual Lynx Reporting Procedures & Reporting and Recording injuries and illnesses per PEOSH requirements.	Qual – Lynx & Matt Genna
June 11th	11:30 am	Zoom	Safety Committee Meeting Best Practices for Internal Safety Committee Meetings	Matt Genna
August 13th	11:30 am	Zoom	Accident Investigations	Matt Genna
September 10th	11:30 am	In Person - Same as Fund Meeting (TBD)	PEOSH Inspections – What to Expect	Matt Genna
October 8th	11:30am	Tinton Falls	Back to Basics: Common Safety Hazards and Control Measures in Municipal Environments	Matt Genna
December 10th	11:30am	TBD – Freehold or Sea Bright?	Crossing Guards – Hazards, Resources & Regulatory Requirements	Mike Brosnan

Questions

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