

# Safety Committee Audit Guide

**Facility** \_\_\_\_\_

**Area** \_\_\_\_\_

**Auditor** \_\_\_\_\_ **Date** \_\_\_\_\_

Area	Satisfactory	Action Required	Corrective Action (date)
<b>Committee Members Knowledge</b>			
Last date of training			
Function of committee			
Function of members			
Reporting Hazards			
Correcting Hazards			
<b>Program Administration</b>			
Last audit date			
Written Program			
Chairman elected by committee			
Sub-committees			
Quarterly goals			
Annual goals			
Committee reviews Accident Reports			
Projects assigned			
Committee members involved in facility inspections			
All departments represented			

Committee members work with supervisors			
Appropriate member recognition			
Meeting Frequency			
<b>Records</b>			
Meeting Minutes			
Completed Items			
Member List			
Member Training			
<b>Notes</b>			