

Appendix A: Safety Committee Meeting and Goal Setting

Required by: HRE Internal

Meeting Schedule & Information:

Frequency: 3 times per year

Duration: 1-1.5 hrs each

Location: Flagstaff, Marble Canyon, or remote depending upon other business needs

Materials: Agendas distributed 2 days to 1 week ahead of meeting to allow for preparation & amendment if committee member has additional business to discuss.

Pre-season: March/April

Post-season: October

Start of year: January

Committee Responsibilities:

- Observe workplace operations and facilities with an eye toward safety; keep note of potentially unsafe procedures or parts of facility (whether they have already caused incidents or not) and bring to committee to discuss ways to improve; oversee/conduct inspections as detailed in the RMP
- Review safety incidents that have occurred; use root cause analysis to determine what contributed to the incident and what managerial/engineering controls are necessary to prevent future incidents
- Determine what sorts of safety-related employee trainings are necessary and arrange for them to be offered
- Review and offer suggestions for the plans and procedures in the Procedural Manual

IMPORTANT: If a part of a facility or procedure seems likely to result in an imminent safety incident, it should be dealt with immediately and brought to the Manager on Duty's attention rather than waiting for a committee meeting.

Goal Setting:

It is also the Safety Committee's duty to look toward the future of HRE operations and ensure that it continues to meet or exceed the industry's best practices. Setting and tracking progress toward goals for the future of safety at HRE can help committee members keep the big picture in mind. Tracking of HRE's safety-related goals can be found in Section IX: Goal Tracking in this manual.

Some questions to think about when goal setting:

- Are there any gaps or inefficiencies that currently exist in HRE's operations or facilities that could cause or contribute to safety incidents?
- Are employees being adequately trained in procedures, equipment use, best practices, etc. to properly ensure their safety and the safety of those around them? Are there any ways to better train employees? Can we make existing trainings more effective?
- Have there been any incidents or close calls the committee needs to reflect on and address? Have any incidents/close calls been recurring or ongoing?
- Are employees at all levels empowered to discuss concerns about safety openly with management/ownership? Are concerns addressed when brought up?
- Does the RMP cover all likely and/or possible emergent scenarios, how to prevent them, and what to do should they occur? Does HRE staff have access to this document and are they trained on its use?
- What else can HRE be doing to ensure the safety of its employees (and guests)?
- In 5 years, what will HRE be doing to ensure the safety of its employees (and guests)?

When setting goals, try to determine whether they are:

- Short-term (immediate, this season, this year)
- Mid-term (next year)

Long-term (next 3-5 years or longer)