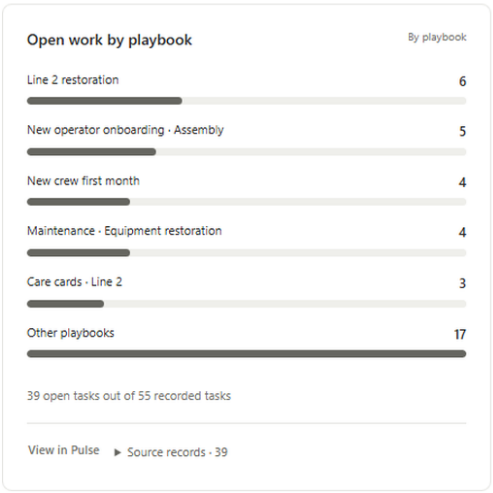
HOLD THE SAFETY COMMITTEE AND TRACK ITS ACTIONS

Bring open committee actions back with their context

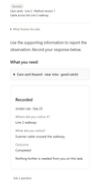
At the next meeting, have each accountable owner confirm an action closed or carry it forward with a reason.

Hold the meeting and record it > Complete a committee action (when triggered) > Confirm actions closed at the next meeting (when triggered)

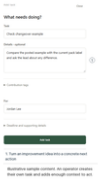
SkillSmith · Review open work by playbook and open its source records



SkillSmith · A recorded observation stays attached to its task



SkillSmith · Turn an improvement idea into a concrete next task



Review open work by playbook and open its source records

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Team lead	Hold the meeting and record it	Respond with actions with owners and dates, attendance (worker and management), decisions and items reviewed.
Designated specialist	Complete a committee action	Respond with action done and evidence.
Accountable owner	Confirm actions closed at the next meeting	Respond with closed / carried with reason.

Carry the action forward with its reason

In a worked example, the next meeting is complete but a prior action is still open; carry the action with its owner and reason instead of closing it with the meeting.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Minutes	Open the selected material for this occurrence.
Recorded response	closed / carried with reason	Save the response with its work context.
Review point	actions were assigned	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Hold the safety committee and track its actions

Bring minutes into the prepared work. Team lead, Designated specialist and Accountable owner each receive the context needed for their part.

01 Hold the meeting and record it

Record attendance (worker and management), items reviewed, decisions and actions with owners and dates.

02 Complete a committee action

When an action was assigned, record action done and evidence.

03 Confirm actions closed at the next meeting

When actions were assigned, record closed / carried with reason.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Hold the safety committee and track its actions

Worker representatives and management meet on a fixed cadence, look at the cards, incidents and inspections since last time, decide actions with owners - and the actions are tracked to closure, not to the next agenda.

Site safety committee · Plant A

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Minutes The task uses this material	Meeting record with actions.
Agenda The task uses this material	Open cards, incidents and inspection findings since the last meeting, attached automatically.
Charter The task uses this material	Committee charter: membership, cadence, authority.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose minutes from the resources your team uses.

02 Agree the responsibilities

Confirm team lead, designated specialist and accountable owner for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Complete a committee action”; “Confirm actions closed at the next meeting”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains closed / carried with reason. It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring minutes. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when an action was assigned. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

The meeting has its minutes. Each action has its own closure evidence or a recorded carry-forward reason and owner.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
The person has to leave the work to find its instructions or help.	Open the selected resources with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep closed / carried with reason with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- Which committee actions have their own closure evidence?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

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