

Energy Facility Contractors Group (EFCOG) Worker Safety & Health Subgroup Charter

Purpose

The purpose of the Worker Safety & Health Subgroup (WS&H SG) is to promote safe work practices and a healthy workforce while supporting effective and efficient operations within the Department of Energy (DOE) and related EFCOG member organizations. The WS&H SG accomplishes its purpose by gathering, evaluating, developing and sharing performance measures, best management practices, and lessons learned consistent with the principles and functions of Integrated Safety Management.

Objectives

The WS&H SG partners with related EFCOG Subgroups to:

- Promote, coordinate, and facilitate the active exchange of information, practices, procedures, lessons learned, and tools that enable effective and efficient worker safety and health programs at member sites and across the DOE enterprise through Technical Task Groups (TTG)
- Evaluate and/or recommend continuous improvements to member companies and identify and assess impacts of new and emerging requirements
- Develop guidance, share lessons learned and disseminate best practices, tools and techniques to enhance the effectiveness of WS&H programs
- Foster technical development, mentoring, and leadership opportunities among participating members

These objectives are accomplished through informal exchanges, collaborative tasks and projects, scheduled conference calls, workshops, presentations, Webinars, benchmarking, and authoring of peer-reviewed publications and collaborations. Members may be asked to author, review, and otherwise contribute their expertise to the development of DOE technical standards and related guidance.

Scope

The WS&H SG will not lobby, advocate independent positions, or try to change DOE policy. However, the WS&H SG may offer input on related draft policy statements and guidance, and at the request of DOE, contribute expertise to development of related technical standards and guidance. The WS&H SG will operate in consultation with the appropriate DOE sponsor and under the guidance and direction of the EFCOG Board of Directors. Technical Task Groups (TTGs) within the WS&H SG will be comprised to enable and promote worker safety and health in the following focus areas and disciplines:

- Electrical Safety
- Industrial Hygiene and Safety (including chemical safety/chemical management)
- Laser Safety
- Occupational Medicine
- Radiation Protection

The WS&H Chair may add, redefine or delete focus areas in consultation with the DOE sponsor, Safety Working Group Chair and/or EFCOG Board of Directors Sponsoring Directors.

Organization

The WS&H SG Leadership Team consists of the Chair, Vice Chair, and Secretary as well as the Chair or designated representative from each of the TTGs.

- The WS&H SG Leadership Team directs the overall actions of the WS&H SG, and in addition to the WS&H SG Chair, accepts direction from the EFCOG Safety Working Group Chair and/or the EFCOG Board of Directors Sponsoring Directors.
- The WS&H SG will select or confirm the Chair, Vice-Chair, and Secretary at least every three years, or as needed to fill vacancies in the WS&H SG Leadership Team. The Leadership Team will be from the EFCOG member company WS&H SG representatives. Typically, the WS&H SG Vice Chair will serve three years, and then assume the Chair position for the following three years. The WS&H SG Chair will strive to maintain a balance between companies and sites for those serving in WS&H SG Leadership Team with consideration for past participation, willingness to serve, company support, leadership and technical skills, and ability to attend biannual meetings. The WS&H SG Chair and Vice Chair will seek a volunteer from the WS&H SG Leadership Team to serve as secretary to the WS&H SG who may then, with concurrence from the WS&H SG Leadership Team, assume the Vice Chair position in three years.
- EFCOG member companies may identify one contact to facilitate communication; however, EFCOG member companies are not limited in the number of employees that may participate in the workings of the WS&H SG. Member companies operating multiple sites may elect to have multiple representatives to address specific site needs/issues
- Only employees of EFCOG Member Companies, can be members of the WS&H SG. Other individuals may participate in meetings and activities with prior approval from the WS&H SG Chair.
- The WS&H SG Leadership Team will maintain a balance in membership, to the degree possible, of member company representatives, and will review and strive to re-balance company/site representation at least annually or as needed.
- The WS&H SG Chair may request and appoint volunteers to lead Technical Task Groups within the WS&H SG to manage specific projects/deliverables. The WS&H SG Leadership Team may identify specific Technical Task Groups to develop and produce specific deliverables in areas of interest such as those listed in the "Scope" section of this Charter. Technical Task Groups will apply principles of project management to their functions to identify specific objectives, deliverables, and schedules.

Process

- The WS&H SG Chair will hold meetings and conference calls as needed to accomplish the purpose and objectives of the WS&H SG. Typically, one biannual meeting will be held in Washington DC to include appropriate representatives, DOE sponsor and related customers; the second meeting will typically be held at one of the member sites.
- The WS&H SG Leadership Team will track accomplishment of the objectives, Technical Task Group progress, and benefits of the WS&H SG periodically in the EFCOG Work Plans and annually document the activities in the WS&H SG Annual Report to the Safety Working Group Chair.
- A change to this charter requires approval from the Safety Working Group Chair.
- The Safety Working Group Chair or EFCOG Board of Directors Sponsoring Directors may direct changes to this Charter and/or revoke this Charter if it determines that the group is no longer providing a value-added service.