ENERGY FACILITY CONTRACTORS GROUP
(EFCOG)
WORKER SAFETY & HEALTH SUBGROUP (WS&H SG)
INDUSTRIAL HYGIENE AND SAFETY TECHNICAL TASK GROUP (IHS TTG)
CHARTER

I. PURPOSE

The purpose of the Industrial Hygiene and Safety (IHS) Technical Task Group (TTG) is to promote safe work practices and a healthy workforce while supporting effective and efficient operations in the Department of Energy (DOE) and related EFCOG organizations in all aspects of industrial hygiene, safety, and chemical management. The IHS TTG, through its Task Teams, will gather, evaluate, develop and share performance measures, best management practices, and lessons learned consistent with the principles and functions of Integrated Safety Management.

II. OBJECTIVES

The IHS TTG has five primary objectives:

1. 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.
2. Evaluate and/or recommend continuous improvements to member companies and identify and assess impacts of new and emerging requirements.
3. Team with other EFCOG TTGs and Working Groups on issues of common interest.
4. Through focused Task Teams, promote cooperation and interchange information, as appropriate, within EFCOG and with other entities that have similar interests (e.g., Occupational Safety and Health Administration, American Industrial Hygiene Association), while minimizing duplication of efforts.
5. Foster technical development, mentoring and leadership opportunities among participating partners.

These objectives are accomplished through informal exchanges, collaborative tasks and projects, scheduled conference calls, workshops, presentations, web conferences, 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.

III. IHS TTG SCOPE

1. The IHS TTG will operate within the charter and limitations of the WS&H SG.
2. Activities will focus on work efforts, programs, and processes that are pertinent to promoting excellence in IHS throughout the DOE Complex.
3. The IHS TTG will facilitate the exchange of information through such vehicles as meetings, conference calls, Task Teams, and written materials.
4. The IHS TTG will document the results of various member-sponsored efforts in reports and position papers, including the EFCOG web site.

5. The IHS TTG 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.

IV. IHS TTG ORGANIZATION

1. The IHS TTG Steering Committee consists of the Chair, Vice Chair, and Secretary. The IHS TTG Steering Committee directs the overall actions of the IH/IS Subgroup and accepts direction from the WS&H SG Chair.

2. The IHS TTG will select or confirm the Chair, Vice-Chair, and Secretary at least every three years, or as needed to fill vacancies in the IHS TTG Leadership Team. The IHS TTG Leadership Team will be from the EFCOG member company IHS TTG representatives. Typically, the IHS TTG Vice Chair will serve three years, and then assume the Chair position for the following three years.

3. Only employees of EFCOG Member Companies, with current EFCOG members, can be members of the IHS TTG. Other members may participate with approval from the WS&H SG Chair.

4. The IHS TTG will maintain a balance in membership, to the degree possible, of member company representatives. The IHS TTG steering committee will review the company representation at least annually.

5. The chair, vice chair and secretary will participate in strategic planning with the WS&H SG leadership, and Liaison, and provide strategic guidance and feedback to foster continuous improvement.

6. The IHS TTG Chair will manage IHS TTG activities independently; however, the chair is expected to regularly integrate with other WS&H SG TTGs, and shall keep the WS&H SG Chair, Vice Chair, and Secretary apprised of activities and progress.

7. The IHS TTG shall maintain a current membership roster.

V. IHS TTG PROCESS

1. The IHS TTG Chair will hold meetings and conference calls as needed to accomplish the purpose and objectives of the IHS TTG.

2. 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.

3. The IHS TTG Steering Committee will review accomplishment of the objectives and Task Team progress and document the review in the IHS TTG Annual Report to the WS&H SG Chair.

4. The WS&H SG Chair or EFCOG Board of 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.

5. IHS TTG members will provide the IHS TTG Steering Committee with electronic copies of all deliverables for posting on the EFCOG web site.