

**ENERGY FACILITY CONTRACTORS GROUP (EFCOG)
WORKER SAFETY & HEALTH SUBGROUP (WS&H SG)
INDUSTRIAL HYGIENE, SAFETY, and CHEMICAL
MANAGEMENT TASK TEAM (IHSCM TT)
CHARTER**

I. PURPOSE

The purpose of the Industrial Hygiene, Safety, and Chemical Management (IHSCM) Task Team (TT) 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 IHSCM TT, 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 IHSCM TT 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 TTs, Working Groups and Subgroups 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. IHSCM TT SCOPE

1. The IHSCM TT 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 IHSCM throughout the DOE Complex.
3. The IHSCM TT will facilitate the exchange of information through such vehicles as meetings (in-person and virtual), conference calls, focus teams, and written materials.
4. The IHSCM TT will document the results of various member-sponsored efforts in reports and position papers, including the EFCOG web site.
5. The IHSCM TT 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. IHSCM TT ORGANIZATION

1. The IHSCM TT Leadership Team consists of the Chair, Vice Chair, and an “area lead” for each of the topic areas the TT is responsible for – Industrial Hygiene, Occupational Safety, and Chemical Management. The IHSCM TT Leadership Team directs the overall actions of the IHSCM TT and accepts direction from the WS&H SG Chair.
2. The IHSCM TT will select or confirm the Chair, Vice-Chair, and Area Leads at least every two years, or as needed to fill vacancies in the IHSCM TT Leadership Team. The IHSCM TT Leadership Team will be from the EFCOG member company IHSCM TT representatives. Typically, the IHSCM TT Vice Chair will serve two years, and then assume the Chair position for the following two years. Area Leads will serve for two years, then have an opportunity to be considered for the Vice Chair role.
3. Only employees of EFCOG Member Companies, with current EFCOG members, can be members of the IHSCM TT. Other members may participate with approval from the WS&H SG Chair.
4. The IHSCM TT will maintain a balance in membership, to the degree possible, of member company representatives. The IHSCM TT Leadership Team will review the company representation at least annually.
5. The chair, vice chair and area leads will participate in strategic planning with the WS&H SG leadership, and DOE Point of Contact, and provide strategic guidance and feedback to foster continuous improvement. The IHSCM TT will invite previous leadership team members to participate in strategic planning initiatives to support lessons learned sharing and continuity.
6. The Leadership Team will manage IHSCM TT activities independently and are expected to regularly integrate with other WS&H SG TTs, and shall keep the WS&H SG Chair, Vice Chair, and Secretary apprised of activities and progress.
7. The chair and vice chair will focus on organization, coordination and collaboration between the topic areas, long-term vision and strategy for the IHSCM TT, and integration of the IHSCM TT into the broader WSH SG. The chair and vice chair will organize the combined IHSCM TT meetings.
8. The area leads will focus on their assigned topic area. Area leads will collaborate with those interested in their assigned areas to identify benchmarking opportunities, share lessons learned, organize and conduct meetings and discussions on area-specific topics, and advocate for active participation in the area that they lead.
9. The IHSCM TT shall maintain a current membership roster.

V. IHSCM TT PROCESS

1. The IHSCM TT Leadership Team will hold meetings and conference calls as needed to accomplish the purpose and objectives of the IHSCM TT.
2. The WS&H SG Leadership Team will track accomplishment of the objectives, Task Team 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 IHSCM TT Leadership Team will review accomplishment of the objectives and Task Team progress and document the review in the IHSCM TT 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. IHSCM TT members will provide the IHSCM TT Leadership Team with electronic copies of all deliverables for posting on the EFCOG web site.
6. The IHSCM TT Leadership Team will establish an efficient and effective system of electronic tools to allow members to communicate, collaborate, and further the goals of the IHSCM TT. This is in the direct interest of maximizing participation and maintaining active, strong membership.

**Industrial Hygiene, Safety, and Chemical Management (IHSCM) Task Team Leadership
Team Organization**

