



**Energy Facility Contractors Group
Environmental Safety and Health Working
Subgroup Electrical Safety Task-Team
Charter**

Revision 11
May 5, 2022

I. Vision

The vision of the EFCOG Electrical Safety Task-Team (ESTT) is electrical safety throughout the Department of Energy (DOE) Complex will improve continuously as the result of the efforts and actions taken or guided by the ESTT.

II. Purpose

The purpose of the ESTT is to integrate DOE and DOE-Contractor electrical safety activities under a single EFCOG umbrella with proper flow-down to the lowest tier subcontractor in order to foster consistency in achieving excellence in electrical safety throughout the DOE Complex.

III. Methodology

The methods incorporated by the ESTT to accomplish the goals and purpose include:

- Promote, coordinate, and facilitate the exchange of successful electrical safety programs.
- Develop leading/lagging indicators for electrical safety.
- Develop and integrate model procedures and processes that flow from applicable regulations to field personnel, including subcontractors.
- Provide technical leadership for electrical safety to the Department of Energy and technical expertise for electrical safety projects and improvements throughout the DOE Complex.
- Develop and promote best practices, position papers, and lessons learned for electrical safety
- Establish mentoring opportunities to promote future generations of electrical safety stewards.

IV. Initiatives

Annual initiatives will be determined at the ESTT planning meeting. The ESTT has identified several ongoing electrical safety improvement initiatives in support of four discrete areas: Leadership/ Advisement, Programmatic, Training/Education, and



Performance Measurement. Working teams will be established for each initiative for developing and completing actions designed to facilitate improvement in the respective area.

The identified initiatives are as follows:

A. Leadership/Advisement

1. Plan and conduct an annual ESTT Electrical Safety Workshop.
2. Provide guidance for consistent technical clarifications of electrical safety regulations addressed in 10 CFR 851.
3. Provide mentoring to promote sustainable stewardship of the electrical safety culture within DOE.

B. Programmatic

1. Assist DOE in updating and maintaining the DOE Electrical Safety Handbook.
2. Provide a resource pool for baseline queries, benchmarking, and independent assessments.
3. Interface with EFCOG Executive Board to support the "EFCOG Website"

C. Training/Education

1. Maintain and augment the EFCOG Electrical Safety training resources.
2. Collaborate with contractor training programs and DOE to enhance electrical safety training.

D. Performance Measurement

1. Maintain and promote the Electrical Severity Measurement Tool for effective electrical safety data collection and trending.
2. Review electrical events and provide technical assistance to lessons learned authors to prevent recurrence.

V. Membership

A. Responsibilities

The ESTT is comprised of representative members of the DOE Contractors and industry partners that are EFCOG members. DOE Points of Contacts (POCs) may be engaged to express the DOE's interests in electrical safety in the DOE complex. DOE POCs actively participate in ESTT efforts to assure a teaming environment and maximize collective expertise. Contractor personnel will be selected, and a list maintained, to assure complete representation from affected DOE responsible units and selected contractor work teams.



B. Voting

Each DOE Contractor who is a current full member of EFCOG shall have one vote. If the vote results in a tie, then the executive committee (excluding the officer at large) shall cast a second vote. If a tie remains after the second vote, a coin flip will determine the results.

Officer voting will occur during the annual ESTT Electrical Safety Workshop during even years. Absentee voting is permitted and must be recorded with the Vice-Chair the day prior to Workshop closeout.

C. Non-Member Participation in EFCOG-ESTT Activities

DOE Contractors or subcontractors who are not members of EFCOG may present at workshops, subject to the following restrictions:

- The Chair of the ESTT approves the attendance
- There is a business-related need for attendance.

VI. Process and Schedule

A. Meetings

The ESTT operates in an open forum that encourages participation and contribution from all interested for the goal of protecting DOE facilities, equipment, and personnel from the hazards associated with the installation, use, and/or maintenance of energized electrical components. Formal decisions are adopted by a simple majority vote of the designated representatives from supporting entities. Designated representatives unable to attend a meeting may send an alternate from their organization to vote for them. The quorum for a formal vote is representation by at least 50% of the supporting entities. Designated representatives will remain voting members of the ESTT until replaced in writing by the sponsoring organization. Formal meetings are held by the collective membership of the ESTT at least twice annually. In addition, monthly conference calls are scheduled for the third Wednesday of each month except during the months of the annual meetings.

B. Officers

An Executive Board of the ESTT consists of:

- Chair
- Vice Chair
- Chair Emeritus
- Secretary
- Officer-at-Large (Workshop Host Site Representative)
- Past Chair(s) (Serve in advisory role as non-voting members of Board)

The term of the Chair is two years, beginning January 1 of the odd years (i.e. 2021,



2023, etc.). The chair is responsible for communication with the Worker Safety & Health Subgroup Chair to outline ESTT deliverables for the upcoming FY, the accomplishment of the ESTT goals and activities and is assisted by the Vice Chair. The Vice Chair maintains the DOE ESTT AHJ/SME and Voting Members List. The

Vice Chair assumes the role of Chair and a new Vice Chair is elected each time a new Chair assumes office. In addition to supporting the Chair, the Vice Chair leads efforts to develop Electrical Safety Month promotion materials. The term of the Vice Chair and Secretary is two years, beginning January 1 of the odd years. A new Vice Chair and Secretary is elected each time a new Chair assumes office.

A representative from the site hosting the annual Electrical Safety Workshop assumes the Officer-at-Large position and Workshop Lead responsibilities at the commencement of the annual Electrical Safety Workshop or when a host site is selected and shall be the host site's representative to the ESTT for the next annual Electrical Safety Workshop. The Workshop Lead, working with the ESTT executive board, coordinates host site resources to ensure the success of the workshop. The ESTT Executive Board shall seek to establish the workshop working team leaders, as needed, during the planning meeting. During the workshop, each site represented shall have equal input to the development and completion of the working team products. If consensus cannot be achieved, a vote will occur with each site having one vote. If the vote results in a tie, the Workshop Lead shall cast the tiebreaker vote. The Workshop Lead shall retain the position until the completion of the Electrical Safety Workshop.

The outgoing Chair (Chair Emeritus) will continue to serve on the Executive Board for two years to provide coordination and advice to the new Chair. Nominations for Vice Chair and Secretary will be determined by the Executive Board and submitted for voting during the annual Electrical Safety Workshop of even years (i.e. 2022, 2024, etc.). Additionally, any site may also nominate a candidate for Vice Chair or Secretary. The candidate(s) for Secretary may be any EFCOG member in good standing. The candidate(s) for Vice Chair, in addition to being a member in good standing, shall have also demonstrated commitment to the EFCOG-ESTT, as determined by the Executive Board. Examples of demonstrated commitment may include hosting a working team at an annual meeting, serving as Secretary or Officer-at-Large, or other significant contribution to the ESTT as determined by the Executive Board.

C. Commitments

The ESTT will evaluate and establish annual commitments for electrical safety deliverables and publish, revise, and archive documents on the EFCOG website as appropriate.



D. Changes to this Charter

The ESTT Executive Board shall review and as determined necessary, make changes to this Charter once per office change. Changes shall be presented to the entire EFCOG ESTT membership for review and comment for a period of not less than 30 days. Once comments have been resolved, the ESTT voting members shall approve the final draft Charter (see voting requirements, above). The Charter shall be changed if a simple majority approves the changes.

This revision of the charter was voted into effect on May 5, 2022

A handwritten signature in black ink, appearing to read 'Jennifer Martin', written over a horizontal line.

Jennifer Martin – Chair