



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

Revision 10
December 21, 2020

I. Vision

The vision of the EFCOG Electrical Safety Task-Group (ESTG) is to continuously improve electrical safety throughout the DOE Complex as a result of the efforts and actions taken or guided by the ESTG.

II. Purpose

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

III. Methodology

The methods incorporated by the ESTG 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

IV. Initiatives

Annual initiatives will be determined at the ESTG planning meeting. The ESTG has identified several ongoing electrical safety improvement initiatives in support of four discrete areas: Leadership/Advisement, Programmatic, Training/Education, and Performance Measurement. Working groups 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 ESTG Electrical Safety Workshop.
2. Provide guidance for consistent interpretation of electrical safety regulations addressed in 10 CFR 851.

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 membership of the ESTG includes both DOE and DOE-Contractor personnel. DOE members act in an advisory capacity and ensure the goals of the ESTG are consistent with those of the Department of Energy. They are expected to actively participate in all ESTG efforts to ensure a teaming environment and maximize collective expertise. Contractor personnel will be selected and a list maintained to ensure complete representation from affected DOE responsible units and selected contractor work groups.

B. Voting

Each DOE Contractor who is a current full member of EFCOG shall have one vote. Where there is disproportionate representation, the ESTG Executive Board, at its discretion, may allow certain sites a second vote, based on population, interest, representation, and participation. Any grant of an additional vote shall be documented in recorded minutes, and shall be in effect for a period of not less than 2 years.

C. Non-Member Participation in EFCOG-ESTG Activities

DOE Contractors or Sub-Contractors who are not members of EFCOG may participate in workshops, subject to the following restrictions:

- The Chair of the ESTG approves the attendance

- There is a business-related need for attendance.
- Representatives from the non-member organization shall be allowed to participate in the workshop.
- Participation on conference calls may be denied if member organizations are unable to call in due to the unavailability of conference phone lines.

VI. Process and Schedule

A. Meetings

The ESTG operates in an open forum that encourages participation and contribution from all interested in the ultimate goal of protecting DOE facilities, equipment, and personnel from the hazards associated with the use, installation, and maintenance of energized electrical components. Formal decisions are adopted by a simple majority vote of the present designated representatives of 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 ESTG until replaced in writing by the sponsoring organization. Formal meetings are held by the collective membership of the ESTG 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 ESTG 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. The chair is responsible for communication with the Worker Safety & Health Group Chair to outline ESTG deliverables for the upcoming FY, the accomplishment of the ESTG goals and activities and is assisted by the Vice Chair. The Vice Chair maintains the DOE ESTG 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 Secretary is two years, beginning January 1 of the odd years. A new Secretary is elected each time a new Chair assumes office.

A representative from the site hosting the workshop assumes the officer-at-large position and Workshop Lead responsibilities on the last day of the annual Electrical Safety Workshop or when a host site is selected, and shall be the host site's representative to the ESTG for the next annual Workshop. The Workshop Lead, working with the ESTG executive board, coordinates host site resources to ensure the

success of the workshop. The ESTG Executive Board shall seek to establish the workshop working group 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 group 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 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 fall of even years. Additionally, any site may also nominate a candidate for 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-ESTG, as determined by the Executive Board. Having demonstrated commitment may include hosting a working group at an annual meeting, serving as secretary or officer at large, or other significant contribution to the ESTG as determined by the Executive Board. If the vote results in a tie, a ceremonial coin flip shall cast the tiebreaker vote.

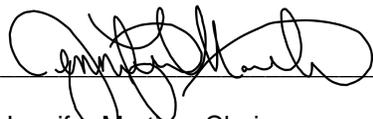
C. Commitments

The ESTG 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 ESTG Executive Board shall, as determined necessary, make changes to this charter once per office change. Changes shall be presented to the entire EFCOG ESTG membership for review and comment for a period of not less than 30 days. Once comments have been resolved, the ESTG 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 January 28, 2021



Jennifer Martin – Chair