

CHARTER HSS SAFETY IMPROVEMENT TASK GROUP

PURPOSE:

The purpose of this charter is to formally create an employee-led task group to respond to issues identified in the recent HSS safety perception survey as analyzed by the National Safety Council (NSC). This task group will be tasked to identify priority goals for HSS and for each goal they will develop a path forward to achieve the goal and recommended milestones for measuring progress over a 12-18 month period. A vital element of the overall tasking will be ongoing and effective communications with the entire HSS community on the group's deliberations, selection of goals and milestones, and progress toward achieving the identified goals.

AUTHORITY:

This task group is officially established under the authority of the Chief, Health, Safety and Security Officer, HS-1. This task group is empowered by HS-1 to act on his behalf in the review, planning, and coordination of those actions necessary for the completion of the task as stated above.

OFFICIAL DESIGNATION:

This task group shall be known as the HSS Safety Improvement Task Group.

MEMBERSHIP:

This task group shall be composed of members selected from those volunteering to participate in this group. At least one person shall be a representative of HSS management and at least one person shall be a representative of the collective bargaining unit. Union participation in this task group does not in any way negate union rights and obligations to bargain over conditions of employment or indicate union agreement with the positions of this task group. All members of the task group will be from the HSS organization with the exception of the bargaining unit representative, and management shall limit their participation to three or fewer members. "Alternate" representatives or alternate task group members will not be designated, with the exception of the bargaining unit representative, and no task group member may send another employee as his or her alternate to represent them should they be unable to attend meetings. Selection of all task group members shall be based on solicitation of volunteers and a transparent selection process.

CHAIRPERSON AND RECORDING SECRETARY:

The members of the task group will elect one (1) member to serve as Chairperson. The Chairperson may name a task group member to serve as "acting" Chairperson should he or she be unable to attend a meeting. A recording secretary will be elected by the task group members. HS-30 can provide additional administrative support as requested.

RESPONSIBILITIES:

The Chairperson will announce, call in-to-order and convene each meeting of the task group. The Chairperson shall be responsible for maintaining order during every meeting of the task group. Each member of the task group is responsible for attending all meetings or for notifying the Chairperson of the reason and circumstances if they are unable to attend a meeting. Task group members will read and familiarize themselves with the NSC survey report on HSS safety perceptions prior to the first meeting such that they will be able to participate fully and in a spirit of cooperation in each meeting. Task group members will be expected to solicit inputs from within HSS organizations (the bargaining unit representative will be expected to solicit inputs from the HSS bargaining unit) regarding the selection of goals for the HSS organization and on the establishment of objectives and implementing metrics for each goal, and to present such input to the task group membership for consideration. The Recording Secretary will record any decisions reached and any assignments made, and post these on the HSS FEOSH website in a timely manner.

VOTING AND QUORUM:

A quorum is established when a simple majority of the task group's respective voting membership is present. A quorum is required for all meetings and for any voting process by the task group. Each task group member shall have one vote. No task group member will be permitted to vote by proxy. No persons other than the task group members shall be permitted to vote. A simple majority of the task group's voting membership is required to pass or affirm any issue. Differing opinions will be so noted for the record.

MEETINGS:

The task group will meet as they determine necessary, except that they will hold at least one meeting monthly to discuss and document progress in meeting the selected HSS improvement objectives established by the task group. Once goals are set with milestones, each task group meeting will discuss the assigned metrics and HSS progress toward achieving the identified goals. These decisions shall be recorded and published on the web site for review by all HSS employees. The task group will produce a written report documenting both achievements and challenges, and providing recommendations for further action and/or support by HSS management.

HSS FEOSH GROUP:

The HSS FEOSH program will serve as a technical resource only. Technical and/or administrative support needs of the task group will be addressed by HS-30. As needed, the Chairperson of the task group may invite technical experts to share their knowledge and experience, and/or provide support to the task group. Technical advisors will not hold a voting position on the task group nor will they influence the task group in voting.

COMMUNICATIONS:

The charter and membership list of this task group shall be posted on the HSS FEOSH website during the life of this tasking. In addition, the minutes of each meeting will be kept and posted on the same web page as the posting of the charter and membership list.

After the initial meeting of the task group, each meeting thereafter must have an agenda. The agenda will list major topics or issues to be discussed, it will indicate the type of action(s) needed by the task group, and it will identify all formal assignments and the progress on each assignment.

In a timely manner (suggest within one day after each meeting), the Recording Secretary shall ensure that the meeting minutes are posted on the FEOSH website along with any recommendations and/or assignments.

Once the task group has established a set of key goals for the HSS organization, the goals and their implementing objectives and metrics will be published on the FEOSH website and updated as appropriate.

MODIFICATIONS TO THE CHARTER:

The task group may alter and/or edit the charter as they collectively determine necessary.

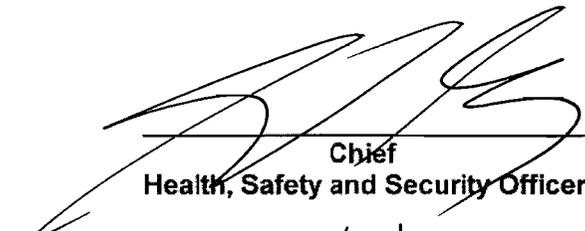
TASK GROUP MEMBERS:

The HSS Safety Improvement Task Group members table will be posted on the FEOSH website. Changes to the membership table may be incorporated without re-approval of the Charter.

TERM OF THE CHARTER:

This Charter expires eighteen (18) months from the date on which it is signed by the Chief, Health, Safety and Security Officer, HS-1.

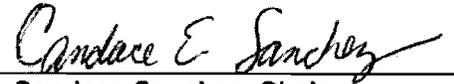
APPROVAL AND AUTHORIZATION:



Chief
Health, Safety and Security Officer, HS-1

5/3/09

Date



Candace Sanchez, Chairperson
HSS Safety Improvement Task Group

April 9, 2009

Date