

## **Voluntary Protection Program COMMITTEE CHARTER**

**PURPOSE:** The purpose of the Voluntary Protection Program (VPP) Committee is to encourage and promote the Office of Health, Safety and Security (HSS) wide reach for excellence in safety and health. The Committee authorized under this Charter will advocate exceeding basic compliance with safety and health laws, DOE Orders, guidelines and direction.

**OFFICIAL DESIGNATION:** This Committee shall be officially titled the "Office of Health, Safety and Security (HSS) Voluntary Protection Program (VPP) Committee", hereafter referred to as the "VPP Committee."

**OBJECTIVES:** The objectives of the VPP Committee are to:

1. Foster a strong safety culture in HSS by empowering HSS staff to take charge of their personal safety and health, to advise and assist others, to strive for excellence in all areas of health and safety, and to make safety and health a way of life.
2. Establish a forum for an exchange of information concerning issues pertaining to worker safety and health performance improvement within HSS and the Department.
3. Identify ways to exceed compliance and uphold safety excellence within HSS.
4. Facilitate and foster management, employee and appropriate labor organizations' involvement in workplace safety.
5. Promote a DOE VPP program for all DOE Headquarters employees.
6. Apply for and maintain Occupational Safety and Health Administration Federal VPP "Star Status" for HSS. This will be accomplished by:
  - Evaluating HSS current readiness for VPP application. This should include a formal benchmarking exercise and an employee survey.
  - Identifying tasks and procedures required to achieve and maintain the Star Status.
  - Providing input to the Chief Health, Safety and Security Officer on both technical and policy improvements.

**CHAIRPERSONS:** The VPP Committee will hold an initial meeting to elect two Co-Chairs (one manager and one non-supervisory staff). The Co-Chairs will serve for a term of two years, with no limit on the number of terms an individual may serve. Upon acceptance of the appointment, the Co-Chairs will confirm those managers and staff members named to serve as VPP Committee members.

Thereafter, the VPP Committee will be responsible for making recommendation on new appointments, reappointments and/or replacements to the Committee's membership.

**MEMBERSHIP:** VPP Committee membership (members) will be composed of HSS managers and staff (one manager and one non-supervisory staff member from each HSS Level 1 Organization) and include no more than two representatives from each of the following organizations: Office of Management (MA) Building Representatives, the National Treasury Employees Union (appointed by the Union), and the Headquarters Protective Force (including supervisor, union, and workers). The HSS Level 1 representatives will represent any contractors under their purview. Other persons may be invited to attend Committee meetings at the discretion of the Co-Chairs.

The membership will be comprised of management representatives and an equal or greater number of staff members. The collective bargaining unit or union, MA, and the Protective Force will be requested to recommend an individual(s) for membership. One member of the VPP Committee will either be designated as the Recording Secretary, or at the discretion of the Co-Chairs, a non-member may be appointed as the Recording Secretary (e.g., support service contractor).

Members may appoint a meeting substitute, who should be designated in writing (via e-mail) to the Co-Chairs as soon as practicable prior to convening scheduled meetings. In **no** case may consultants, and/or contract employees be designated as a substitute for a Federal employee member or Federal manager member of the VPP Committee.

**VOTING AND QUORUM:** When Committee voting is required, each member will have one single vote, with the exception of the MA representative who is a non-voting member. When a voting representative cannot be present at a voting meeting, he/she can designate another person or member to represent and vote for him/her. This designated representative will be authorized to vote by proxy provided the Co-Chairs have been notified in writing in advance of the vote. A voting quorum will be established when a majority of members are present at a scheduled meeting. A simple majority vote (51% or more of the established membership) at a meeting will be sufficient to approve an action item.

**RESPONSIBILITIES:** The Committee membership is responsible for developing the tasks required to achieve and maintain VPP status, including but not limited to establishing the HSS VPP commitment statement; providing recommendations to change HSS policy, protocols, procedures, and/or initiatives; and providing a feedback mechanism for employees. When tasks need special emphasis, a subcommittee may be established by the Committee to ensure a more focused effort.

The Co-Chairs are responsible for leading the Committee, assigning tasks to subcommittees established by the Committee, preparing deliverables, ensuring tasks and actions are accomplished on schedule, reviewing and coordinating recommendations, and reporting via the established Lines of Communication.

The Co-Chairs are responsible for working with the Committee's Recording Secretary to ensure meeting logistics are accomplished, minutes of meetings are distributed to all members prior to the next meeting, votes are recorded, and relevant information is posted on the HSS VPP web site.

Members are responsible for establishing ad-hoc subcommittees to accomplish special tasks. Chair-designated subcommittee chairs are responsible for leading their subcommittee in developing and implementing actions for assigned tasks, reporting to the Committee on assigned tasks, evaluating recommendations received from the members or HSS organization, developing reports, and providing deliverables to the Co-Chairs.

The Recording Secretary is responsible for coordinating the meeting logistics, recording minutes of each Committee meeting, recording votes, and ensuring that relevant information is posted on the HSS VPP web site.

**LINES OF COMMUNICATION** - Lines of Communication are as follows:

- from the Co-Chairs through the Deputy Chief for Operations to the Chief Health, Safety and Security Office and visa-versa
- from the Chief Health, Safety and Security Officer to OSHA
- from the VPP Committee members to HSS staff and
- from HSS staff to the VPP Committee members.

**FUNCTIONS:** The VPP Committee will provide input to the Chief Health, Safety and Security Officer through the appropriate Lines of Communication. Input will be provided on both technical and policy issues for use in the development of an integrated, standardized approach to the implementation of VPP throughout HSS.

In order to effectively and efficiently advise HSS, the VPP Committee will develop and prioritize a list of issues, procedures, and/or initiatives that will further its mission and goals. This listing will delineate specific tasks and timeframes for completion.

The VPP Committee will advise HSS of any recommendation to change HSS policy, protocols, procedures, and/or initiatives. In these cases, the VPP Committee will provide HSS management supporting justifications, supporting materials, and options for implementation.

Implementation of proposals by the VPP Committee will be accomplished through the work of the entire Committee or by appointing a subcommittee to address an issue and develop a proposal for the entire Committee's consideration and approval.

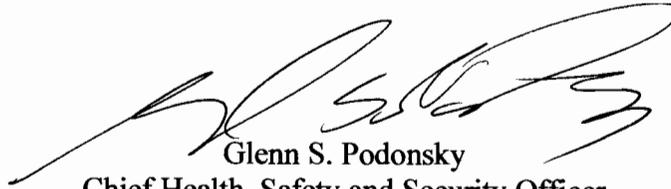
**MEETING FREQUENCY:** The VPP Committee shall meet bi-monthly until such a time that the Co-Chairs deem the frequency can be diminished.

**MEETING MINUTES:** VPP Committee meetings will be conducted using a published agenda. The Recording Secretary will publish meeting minutes within two days following the meeting. The minutes will be distributed to members and to other individuals requesting a copy. An HSS VPP website will be established (to be located within the HSS Main website) in the near term. It will contain the meeting minutes in an effort to afford HSS personnel the opportunity to review progress of Committee activities and provide feedback.

Attachment A: HSS Commitment to Voluntary Protection Program (Commitment Statement)

Attachment B: VPP Committee Member list as of May 2008 (to be updated as needed when changes/additions occur)

Approved:



Glenn S. Podonsky  
Chief Health, Safety and Security Officer

September 24, 2008

Office of Health, Safety and Security (HSS)  
Voluntary Protection Program (VPP)  
Committee Members  
As of November, 2008

<b>HSS VPP Committee</b>		
Code	Manager / Phone	Worker / Phone
HS-1.1		Brendan Burns 6-2671
HS-1.2	Timothy Fox 3-7035	Vinh Le 3-4648
HS-1.3	Dan Muniz 6-7327	Jess San Agustin 3-4748
HS-1.4	Tracey Berry 6-3238	Dawn Cheek 6-3249
HS-10	Brad Davy 3-2473	Mohandas Bhat 3-1719
HS-20	* Colette Broussard 3-5452	Duli Agarwal 3-3919
HS-30	Bob Czincila 3-2428	Paul Lin 6-4408
HS-40	Martha Thompson 3-5018	Annette Bright 3-0100
HS-50	Jim Szenasi 505-845-6444	Candy Sanchez 505-845-4395
HS-60	Bill Miller 3-5635	Karen Hsing 3-1419
HS-70	Dick Donovan 3-3022	Rick Faiver 3-4613
HS-80	Mike Sparks 3-7670	Bob Loesch 3-4443
HS-90	Roger Wu 3-4870	* Fletcher Whitworth 3-3865
<b>Additional Committee Representatives</b>		
ProForce		Mike Hamar 6-2569
NTEU	Barry Clark 3-3670 (GTN)	David Schoeberlein 6-7452 (FORS)
MA	Cherylynne Williams (6-1005)	
<b>Technical Advisors</b>		
HS-10	Carols Coffman 3-6493 (VPP)	
HS-30	Dave Smith 3-4669 (FEOSH)	
HS-40	Jillian Carter 3-2178	

\* Co Chairs: Colette Broussard and Fletcher Whitworth (April 2008- April 2010)

This attachment will be updated and the date revised, as necessary, to maintain an accurate listing of participants. No re-approval of the Charter will be necessary.