

Facilities- Site Services
Environmental, Health & Safety Committee
Charter (Draft)

1.0 The purpose of this EH&S Committee is:

- 1.1 To provide an environment, safety and health forum for Facilities Site Services employees to exercise their responsibility to ensure a safe and healthy workplace for themselves, their co-workers, and the environment.
- 1.2 To advise and make recommendations to the Facilities Site Services Sr. Manager on safety, health and environmental protection matters that may affect the health and safety of employees, guests, and visitors, or that may adversely affect the general public or the environment.

2.0 Committee Composition and Responsibilities

- 2.1 The Facilities Site Services Manager or his/her designee appoints members to the EH&S Committee, including the Committee Chairperson. The committee will have representation from all Site Service's Departments. The committee will include membership from both salaried and hourly employees. Committee members will be appointed for a 2 year term. In addition, The Facilities Safety Coordinator and the EH&S Division Liaison will serve as advisors to the Committee. A Steering Committee member of the WOW Program will also participate as an observer on this committee.
- 2.2 The ES&H Committee Chairperson organizes Committee meetings, establishes an agenda, chairs the meetings, and publishes meeting minutes for distribution to Site Services personnel. The Chairperson also coordinates Committee field and follow-up activities, and meets with the Site Services Sr. Manager on a periodic basis to advise and make recommendations on behalf of the EH&S Committee. The Committee will meet at least quarterly or as deemed necessary by the Chairperson. An administrative assistant is assigned to the Committee to support the functions of the Chairperson.
- 2.3 Committee members serve as representatives for their department or group. They present the EH&S concerns or issues related to their department or group to the Committee, and conversely report Committee actions and activities back to their department or group. Committee members fully participate in Committee activities to meet the charter of the Committee (see above).

3.0 Committee Functions

- 3.1 Review and analyze reports and data pertaining to Site Services

and the Facilities Division performance indicators, injury and illness cases, occurrence reports, lessons learned, self-assessment results, and any other information that may have an impact on the health and safety of Site Services personnel. Formulate conclusions and follow-up actions for the purpose of improving the state of environment, health and safety within the group.

- 3.2** Address Division EH&S concerns raised by Committee members. Formulate conclusions and follow-up actions to address the concerns. Communicate the conclusions and actions back to the department or group voicing the concerns, and to the entire Facilities Division as applicable.
- 3.3** Promote safety awareness and integrated safety management for all Division personnel and programs.
- 3.4** Prepare Committee recommendations and/or advisory reports to the Site Services Sr. Manager and the Division Director for his/her review and approval. Recommendations and/or reports arise from EH&S issues and concerns addressed by the Committee, which may result in the Committee's advocacy for changes to Division ES&H policies and procedures. The Committee Chair and/or Committee member(s) and the Site Services Sr. Manager shall meet with the Division Director or Deputy at least annually to formally report on Committee activities and its recommendations and suggestions for the past year.
- 3.5** Assist in the tracking and completion of actions to correct Site Services deficiencies noted from the Division self-assessment activities. Corrective actions are normally tracked through the Division's LBNL self-assessment database (LCAT).

4.0 Committee Member Performance Expectations

Actively participate in the Site Services Environmental Health & Safety Committee:

- Regularly attend meetings. If unable, have backup attend.
- Solicit input from group members and represent them in committee discussions.
- Participate in reviews of Div. EH&S/ISM performance indicators.
- Report to supervisor and coworkers the results of the Safety Committee meetings, preferably at group safety meetings.