

PAEC

The Environmental Health and Safety Committee

GUIDELINES FOR THE EHS COMMITTEE

We have established Environmental, Health and Safety Committee to coordinate and maintain the various programs necessary for an effective and efficient EHS program. This Committee will function as a team that consists of members from management and supervision.

Mission of the Committee

To develop projects, programs and actions that assure an effective, safe work environment for all personnel; compliance with federal, state and local regulations; and coordination of EHS services provided by corporate and outside vendors l.

GOALS:

- ❑ To organize the various elements of our Operation to provide an effective EHS effort.
- ❑ To develop and implement safety and health programs and activities in a centralized forum.
- ❑ To create and maintain active employee interest and awareness of these programs and activities.
- ❑ To provide a means of EHS communications to all personnel.
- ❑ To properly document our EHS activities and achievements.

ORGANIZATION:

To manage and guide the above goals, the EHS Committee is will be organized as a Team lead by a *Leader/Facilitator*, with documentation kept by a *Recorder*, and the meetings monitored by a *Timekeeper/Gatekeeper*. *Core Members* are selected from each department and each department will be represented.

Membership Term - All members serve a minimum of a one-year term

Member Selection - Members of the Committee will include supervisory personnel and management. Special advisors (employees, vendors, etc.) may be appointed to the Committee to enhance the Committee's activities. Management will select members with input from staff advisors and operational supervisors.

Meeting Frequency - The Committee will meet as necessary to assure its projects are on track and completed but not less than monthly.

Minutes - Minutes will be submitted by the Recorder to the Team and Management not later than three days after the meeting.

Authority - Members must receive approval from management prior to taking any action on their own.

RESPONSIBILITIES:

Leader/Facilitator

- 1) Moderates each meeting, without dominating the proceedings.
- 2) Guides the discussion from one subject to the next.
- 3) Provides **all** members and advisors an opportunity to talk.
- 4) Prevents any one person(s) from dominating the meeting.
- 5) Guides the discussions that assign action to members or others.
- 6) Delegates responsibilities and authority to carry out action items.
- 7) Ensures follow up is taken on all action items, and that final completion is attained.
- 8) Initiates recognition for outgoing members and for those who have done special accomplishments.

Recorder

- 1) Notifies (reminds) all members and advisors of the time and place of the meeting.
- 2) Keeps track of members and their length of service and reminds the Team and Management to have new members appointed and to give outgoing members a certificate of appreciation or some other recognition.
- 3) Takes minutes of all meetings and maintains files and all documentation.
- 4) Submits minutes not later than three workdays after the meeting to the Team and Management.
- 5) Prepares the meeting agenda and provides to members at least three working days in advance of the meeting.

Timekeeper/Gatekeeper

1. Assures meetings begin and end on time.
2. Assist Recorder with notes and documentation.
3. Assist in getting materials and room ready for meetings.

CORE EHS COMMITTEE ACTIVITIES

Investigation and Analysis of Loss Producing or Hazardous Conditions

1. Reviews supervisor investigations of injury or loss producing incidents for completion and quality.
2. Analyzes injuries or facility/vehicle damage so that management can take appropriate action to prevent similar losses from recurring.

Safety & Health Training

1. Reviews EHS information and implements the distribution to all employees.
2. Ensures that communications (safety posters, booklets and bulletin board-type information) are maintained and are specific to the needs of the operation.
3. Reviews and selects effective safety & health awareness material that will improve the EHS efforts of all employees.
4. Assist in the coordination and implementation of EHS training programs for regulatory compliance, injury prevention, and fire protection, environmental control and other instruction as necessary.

EHS Facility Review and Inspection

1. With Management and Supervisors, conduct an EHS inspection to identify hazards, unsafe practices, and general employee safety and health concerns, providing a report to management on findings and assisting in coordinating correction of problems identified.
2. Upon Committee member or employee report identifying any potential hazardous exposure to loss, informs the management of the problem so immediate corrective action can be made.
3. Assists with inspections completed by insurance, regulatory agencies or other outside groups.

All Safety Committee Members and Advisors

1. Report to Committee on the status of assigned projects.
2. Actively participate in the discussion.
3. Act as liaison between the EHS Committee and the department they represent.
4. Ensure that fellow employees are kept current of what the Committee is doing.

5. Bring fellow employee ideas, suggestions, and recommendations to the Committee via the agenda system.
6. Provide the Safety Committee recorder with agenda items for the next meeting at least three working days prior to the meeting.

EHS Committee Agenda

- Title:** EHS Committee (Agenda Format)
- Purpose:** To assist members in conducting meetings.
- Substantiation:** To be successful, a meeting requires planning and effort. This planning will produce a smoothly run meeting that is provides clear instruction and education – a learning tool.
- Procedure:** EHS Committee Agenda (Sample)
- 1) Call to order by Leader/Facilitator at specified time.
 - 2) Roll call. Member who cannot attend should notify the Leader or Recorder beforehand, giving the reason and sending a substitute if practical.
 - 3) Introduction of visitors, if any.
 - 4) Recorder reads minutes of previous meeting to refresh memories of group and make any necessary corrections.
 - 5) Discussion of unfinished business, activities and ongoing projects. These should be listed on the agenda. Review current projects, recommendations and activities, fire protection & property conservation issues, general program activities.
 - 6) Review of injuries, damage or other loss producing incidents since last meeting.

Brief discussion of:
 - Description
 - Cause
 - Action taken to prevent repetition
 - 7) Description of *unusual* loss producing incidents – Determine if any further study or immediate action is needed.
 - 8) Description of current program statistics (sheets for distribution, charts or slides). This may include:
 - Frequency and severity rates for plant
 - Progress or comparative ratings of departments
 - Comparison with rates last year

- Average rates for this industry
- 9) Specific topic on EHS by one or more member of group.
 - Previously assigned a subject
 - Presented by one person, or by a selected pair
 - 10) Report on number of employees contacted about EHS by each supervisor since last meeting. This information to be recorded in the minutes. Goal is to stress communications to all personnel
 - 11) Review of latest facility inspection report.
 - Finding and recommendations
 - Action taken on previous report
 - 12) New business.
 - By Leader/Facilitator
 - By individual members
 - 13) Guest speaker if any.
 - Talk, film or demonstration
 - 14) Summary of meeting by Leader.
 - 15) Adjournment.
 - **Do not continue beyond specified time**
 - If the business planned is completed before the scheduled closing time, end the meeting anyway.

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Ideas for A Better EHS Committee

- 1) Be creative in the administration of the *EHS Committee*.

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- 2) Make **participation** the means to the end.
- 3) **Recognize** and **credit** good work, ideas, suggestions, etc. This reward process cannot be overemphasized. Do it with plenty of warmth and concern, not as if it was a requirement.
- 4) Design the workings of *EHS Committee* so that it zeroes in more on both people problems and “thing” problems. Both are part of the loss producing chain of events. Use TQM, Quality Management, or other “tools” already in use by the organization to solve problems.
- 5) Seek basic causes for losses. Look to management problems, such as lack of training, and lack of supervisory action.
- 6) Use subcommittees of two or three people (may include non-members of the *EHS Committee*) to take care of items that do not have to be discussed in length with the full *EHS Committee*. Have the subcommittee report on status to the full *Committee*.
- 7) Ensure all members and advisors know and fulfill their role on the *Committee*, their liaison duties with the people they represent, and their subcommittee participation.
- 8) Just because one person may be more vocal or “shine out” above others, do not burden that person with too much to do. The *EHS Committee* is an additional duty and needs to be kept in perspective.
- 9) Ask questions of the *EHS Committee* members to initiate participation. The Committee is a communication and problem-solving forum.
- 10) **Action Plan** - To ensure that the *EHS Committee* approved recommendations are acted upon, a system is needed to check that actions are carried out. The following system will be used:
 - ❑ Take as many notes as possible regarding comments, problems and recommendations brought up during the meeting. Note who contributed each idea, problem or solution. What appears to be unusable when brought up at a given meeting may actually be positive and productive when looked at again later on.
 - ❑ All action recommendations will be numbered so they are not lost. The numbering system will be a continuing one for the entire year. Start with number 1 recommendation or action in January and continue upward through December. To know from which meeting a recommendation or action item came, also include the month in the member. For example, a recommendation made at the March 1989 meeting might be the 15th action item of the year. Its number would be 89-03-15, designation the year, month and action member.
 - ❑ All action items will be extracted from each meeting's minutes, and will be included in an **action plan** that will be attached to the minutes. The action plan

will be composed of columns that will include each action item's number, description, responsible persons, target deadline, current status, and completion date (see enclosed format).

11. Keep meetings from becoming gripe sessions or discussions on non-related topics. The ***EHS Committee***'s function and morale will be subverted if such activities are permitted. The Leader, with the cooperation of all members, must prevent this from happening.
12. **The *EHS Committee* does not supplant the management or any supervisor in his or her role of managing employees. The *Committee* offers solutions on such topics as training, inspections, recognition, special projects and other problem solving needs through the organization's management structure.**
13. Differences of opinion should be brought to a conclusion via a simple majority vote. Personal hostilities should be kept from marring the ***Committee***'s efforts. The Leader should meet with hostile parties in private and call in other management help as necessary. The ***Committee*** is a Team designed to provide oversight of a specific operational need.
14. The ***Committee*** must meet on a routine schedule (i.e.: the first Thursday of each month).
15. Paperwork should be kept to a minimum. EHS programs have long been known to create too many forms, too much correspondence and too much wasted effort. **Manage the *Committee***, in a way that builds a structure that will work for the organization.
16. Limit meeting time (one hour or so), using the subcommittee system as outlines.
17. *That which is learned at meetings must be disseminated to everyone.*

Enclosure (Action Plan Format)

EHS Action Plan

Item # (Year/Month)	Description	Responsibility	Deadline	Current Status	Completion Date