

June 24, 2012

To: Calvin Mealer

From: Hugh Montgomery



Subject: Worker's Safety Committee Member Nomination

With this letter I am asking you to serve as a member of the Worker's Safety Committee from 7/03/2013 through 7/07/2015. A copy of the charter of this committee is attached.

Thank you in advance for agreeing to serve in this capacity.

Enclosure (1)

cc:

D. Tilles

M. Logue

Worker Safety Committee Charter

Purpose: The purpose of the Workers Safety Committee is to provide representation to the Jefferson Lab non-management population in matters of work place safety. The Committee provides JLab management with working level feedback, ideas, and recommendations for improvement of safety laboratory wide. The Jefferson Lab Worker Safety Committee is empowered, to promote and improve work place safety at JLab. The Committee also provides safety stakeholders (employees, subcontractors, and users) a forum to express their issues and concerns.

The Committee is not intended to bypass existing procedures and processes; rather, it serves as a vital communications link which highlights work force safety issues and concerns. Additionally, it will serve as a means to facilitate actions which serve to improve work place safety at Jefferson Lab by conducting investigation of issues and the initiation and follow through of work requests.

Membership: The JLab Worker Safety Committee will be composed of members who are not group supervisors. Two members each will represent Accelerator, Physics, and Engineering. One member will represent the Chief Operating Office, Free Electron Laser (FEL), Facilities Management and Logistics (FM&L) and the ESH&Q group.

Committee members will be recommended by their Division AD/Managers (or his/her designee) and will receive their appointment directly from the Lab Director. Each member's two year term begins and ends in either January or July.

The nomination of a chairperson will be done by majority vote from within the committee, if accepted by the nominee the member will be recommended to Lab Director. The Committee chairperson will serve for a period of one year to begin and end July of every year. This term may extend their term for up to one additional year.

All committee members should make every effort to attend the regularly scheduled meetings. Any member who feels they would not be able to attend on a regular basis or actively participate should consider requesting replacement from their division AD/Manager. Excessive absences from the membership may result a recommendation of replacement from within the Committee.

Individual committee members should have at least a sufficient amount of experience at Jefferson Lab and, as a group, a broad range of occupations and work environments at the lab to provide a fair representation of the labs workforce to senior management.

Activities: The Committee members will actively engage the general population of the lab in order to solicit information regarding the safety culture of the lab.

- Hold open discussion with committee members and guests on matters concerning lab safety.
- Investigation of issues brought up at the regularly scheduled meeting or on impromptu discussions with the lab population.
- Submit and monitor the progress of Facilities Management requests on behalf of the general population of the lab.
- Attend inspections and safety walk-downs.

The Committee members will have direct access to the Director's Safety Council, or the Associate Director for ESH&Q anytime they deem it necessary. The Committee Chair or Vice Chair will brief the DSC at the quarterly meetings.

The Committee will provide a member and an alternate to the Jefferson Lab Workplace Violence subcommittee. This post is voluntary from within the Committee ranks, and may change within the committee.

Meetings: Regularly scheduled meetings will be monthly. However, there may be occasions when it is necessary to convene an unscheduled meeting. All meetings will be conducted formally and with an agenda.

Minutes: During the meeting minutes will be recorded. At the conclusion of the meeting, a summary of the minutes will be generated and distributed in a timely fashion.

The minutes will include:

- List of attendees
- Brief summary of items discussed and decisions reached
- Updated action item list

Agenda: Every meeting will have an agenda. The regularly scheduled meeting agenda will include the following:

- Safety data/statistics (e. g., TRC/DART, notable event) review and discussion
- Reports from any committee initiatives
- Open action items list
- Open discussion

Agenda Items: The Worker Safety Committee will maintain an Agenda Item List. Agenda Items will be reviewed at the monthly meeting and the status will be updated until closed or deleted by majority vote.

The Committee will determine if any Agenda Item should be entered in the Lab's issue management system. If an Agenda Item is entered in the Lab issue management system, it will be closed on the Agenda Item List with reference to the tracking system number.

Sunset Clause: The Committee will review its charter once a year and make any changes deemed necessary to meet the needs of the lab, including disbandment of the Committee if it no longer serves a useful function.