

Safety Committee Goals and Expectations

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Purpose and Expectations:

The safety committee's purpose is to increase communication between the field and members of the management team.

- Members of the committee will be open and available to their peers' ideas and suggestions and bring those ideas to the next meeting.
- Members will be recognizable in the field daily by wearing a uniquely colored safety vest worn only by committee members.
- Members will be an example to others by following all safety policies and best practices.
- Members will be expected to champion the safety culture and be a source of information, coaching, and guidance.
- Members will actively participate in discussions during safety committee meetings.
- Members will identify issues in the field and address them as appropriate.
- All activities will be conducted during normal operating hours and committee members will not be expected to use personal time for committee business.
- Safety Committee members will be expected to actively participate in discussions and replies on the Discord Server.
- Safety Committee members will be expected to actively participate in JHA briefings and weekly safety meetings on their assigned projects.
- Every member will be required to complete a 2-hour training course on the SHEP.
- Members will be familiar with the SHEP and will be able to help other employees better understand the material and show them how to navigate through the SHEP.

Make up:

The safety committee is 100% voluntary. The Regional Safety Superintendent will chair the committee. Two members of each division (Service, Renewable Energy, Operations, Utilities, B.A.S., Commissioning,) one representative from the office staff and two apprentices will be nominated to serve on the committee. If that nomination is accepted, members will serve a one-year term not to be repeated. By accepting the nomination, members also accept all expectations.

Process:

The safety committee will meet once per month. Each meeting will be one hour in length. These meetings will be planned six months in advance to allow members to make the appropriate arrangements to attend **each and every** meeting. All members will be expected to attend meetings **in person**. Exceptions will be made for those working out of state, and in those cases, members will be expected to join meetings via Teams with their cameras on at all times and their microphones open. Everyone on Teams will have their own camera.

Compensation:

Members will receive a monetary incentive for serving on the Committee. This incentive will be contingent on each members participation and adhering to the expectations listed above.

Minutes:

The Regional Safety Superintendent will be responsible for preparing and distributing agendas before each meeting and for maintaining minutes of each meeting. The minutes will be recorded and saved on the corporate network on the Safety Drive, in the folder labeled "Safety Committee". Minutes will be distributed to each member of the Safety Committee, and Safety Council.

Meeting Format:

- I. Review and approve the minutes from the previous meeting.
- II. Review suggestions and ideas members received from the field.
- III. Make decisions on these suggestions and ideas to be taken to the Safety Council
- IV. New business

The Regional Safety Superintendent will take these ideas and decisions to the following Safety Council meeting.