

Subject: Safety Champion Committee Charter	Effective Date: January 23, 2013	Initiated by: Deputy Director for Operations
	Supersedes: NEW	Approved: Director

INTRODUCTION

The Safety Champion Committee is a Resource Subcommittee that supports the ES&H Executive Board in our collective efforts to continuously improve workplace safety at PPPL. The Committee advises the Board on ES&H program implementation in the field and suggests actions for improvement. In addition, the individual committee members provide feedback at their Department meetings.

MEMBERSHIP

Members will be chosen from among non-supervisors in various Departments around PPPL, including research, engineering and operations representatives. While not strictly limited, the total membership will be about eight people.

A Committee Chair will be appointed for a 1 year term by the ESH Executive Board Chair. Members will typically serve no more than two years. No more than half the members will rotate off in a given period to ensure continuity of the discussions.

In addition to the workers chosen as members, meetings will be attended by a "Safety Champion" from the PPPL Council. The Associate Director for Engineering and Infrastructure is assigned as the first Safety Champion.

Members of the ESH&S Department, HR Department, supervisors or others may be invited to the meetings to serve as subject matter experts, depending on the agenda topics to be discussed.

RESPONSIBILITIES

This Committee will serve as an additional conduit for engaging workers and learning of safety issues, implementation concerns or opportunities for improvement from the perspective of those conducting the work in the field. Specifically, the committee will:

- Provide expertise/input on ways to implement programs and actions at PPPL
- Promote the development of improved ES&H programs
- Review feedback on issues raised, results of surveys and other indicators of the strength of the PPPL safety culture
- Perform other tasks as requested by the Chair, Safety Champion, or the ES&H Executive Board Chair

The Chair will present a summary status at the ES&H Executive Board meetings, held quarterly (delegation of this authority is permissible)

MEETINGS

Meetings will be held as needed, but no less than quarterly. While any member can request a meeting, the need and schedule for meetings will be determined by the Chair in consultation with the Safety Champion. An agenda will be prepared by the Chair in consultation with the Safety Champion, and distributed by the Chair prior to the meeting to all members, the Safety Champion, the ESH&S Department Head and the ES&H Executive Board Chair. Minutes will be taken by a member appointed by the Chair and distributed by the Chair after the meeting to all those who received the agenda. The Minutes will document who attended, the general discussion topics and any action items that result from the discussions.

SUNSET CLAUSE

The committee will review its charter once a year and propose to the ESH Executive Board any changes they feel necessary to meet the needs of PPPL including disbanding the committee if it is no longer serving a useful function.

REFERENCES

O-021 ES&H Executive Board Charter