

# EFCOG

## Environmental Safety & Health Working Group Charter

Rev-1 02/15/2010

### I. PURPOSE

The Energy Facility Contractors Group (EFCOG) Environmental Safety and Health (ES&H) Working Group is one of several EFCOG Working Groups leveraging the expertise and experience of contractors to the U.S. Department of Energy (DOE), including the National Nuclear Security Administration (NNSA). The purpose of the ES&H Working Group (ES&H WG) is to promote excellence in all aspects of Environment, Safety, and Health. This includes Environmental Protection, Industrial Hygiene, Industrial Safety, Occupational Medicine, Chemical Safety, Electrical Safety, and Radiological Safety. The ES&H WG, through its officers, Subgroups, and Task Groups will identify, evaluate, and select "best in class" ES&H practices, procedures, and tools for deployment and application throughout the DOE Complex. The ES&H WG is focused on supporting cost effective, efficient operation of DOE facilities while maintaining - as the highest priority - safe, environmentally sound, and secure operations through the ongoing exchange of information and corresponding improvement initiatives. The ES&H WG coordinates with the EFCOG Board of Directors, other EFCOG Working Groups, and maintains a direct liaison with the Integrated Safety Management Working Group.

### II. OBJECTIVES

The ES&H Working Group has five primary objectives:

1. Promote coordinate, and facilitate the active exchange of successful programs, practices, procedures, tools, lessons learned, and other pertinent information of common interest that can be adapted to enhance ES&H performance of all contractors in the DOE Complex.
2. Working with the EFCOG Board of Directors, identify and address issues of common interest, including initiatives to foster continuous ES&H improvement.
3. Through focused Subgroups and Task Groups, promote cooperation and interchange information, as appropriate, within EFCOG and with other entities involved in similar activities (e.g., OSHA, INPO, NEI, etc.), while minimizing duplication of efforts.
4. Focus on active personal exchanges of management and technical information among contractors.
5. Interact with DOE in ways that produce value-added benefits for both DOE and the contractor community. This includes DOE sponsorship and participation in ES&H WG activities, as well as participating in technical exchanges with DOE as appropriate.

### III. EFCOG ES&H WORKING GROUP SCOPE

1. The ES&H WG will operate within the charter and limitations of the overall EFCOG organization as defined in the EFCOG Executive Council and Working Group Manual (maintained by the Office of the EFCOG Managing Director).
2. Activities will focus on work efforts, programs, and processes that are pertinent to promoting excellence involving Environment, Safety, and Health throughout the DOE Complex. Other focus areas will be determined by the Board of Directors, in consultation with the DOE, when required.
3. ES&H WG will facilitate the exchange of information through such vehicles as meetings, workshops, conferences, working groups, and written materials. Meetings, workshops,

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conferences, and working group activities will be conducted periodically on pertinent issues and open to member companies, DOE, and other agencies as agreed upon by the EFCOG Board of Directors and DOE.

4. The ES&H WG will document the results of various member-sponsored efforts in reports and position papers, including the EFCOG web site.

5. The ES&H WG will assume no financial, legal, or compliance responsibility for its members.

Furthermore, it is not intended that EFCOG preclude or intervene in any way in the direct communication and interaction between any member company and the DOE. Participation in EFCOG-sponsored activities and support are allowable costs under the DOE operating contract of each member, so long as costs are maintained at a reasonable level, receive appropriate management review and approval (consistent with DOE Allowable Contract Expenditures), and are compatible with contract requirements.

6. EFCOG will facilitate dialogue between DOE and member organizations for the purpose of understanding issues and initiatives of mutual interest. However, EFCOG is not a contractor advocacy organization, and, therefore, will not take or promulgate positions on issues, regulations, DOE Orders, or other areas of contractor concerns. The ES&H WG will not engage in lobbying.

#### IV. EFCOG ES&H WORKING GROUP ORGANIZATION

1. All DOE prime or subcontractors (EFCOG Member Companies) are eligible for membership. In addition, active DOE/NNSA staff participation is encouraged, and DOE personnel are welcome to participate in meetings, workshops, conferences, etc.

2. The ES&H WG reports to the EFCOG Executive Council. An EFCOG Director will be the "Point of Contact" and EFCOG sponsor for the ES&H WG.

3. The ES&H WG Leadership will consist of the Working Group officers; ES&H WG Chair, 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs, and Secretary. Initially, the ES&H WG Chair will be recommended by the EFCOG Board Sponsor and approved/appointed by the EFCOG Board of Directors. The EFCOG Board Sponsor and ES&H WG Chair will initially appoint the 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs and the Secretary. Normally, the 1<sup>st</sup> Vice Chair will replace the Chair, and likewise the 2<sup>nd</sup> Vice Chair will replace the 1<sup>st</sup> Vice Chair. When a replacement for the 2<sup>nd</sup> Vice Chair is needed, the selection will be by majority vote of the ES&H WG Membership. The Secretary may be selected by a majority vote of the ES&H WG Chair, 1<sup>st</sup> and 2<sup>nd</sup> Vice Chairs, and Subgroup Chairs.

4. The ES&H WG Chair and 1<sup>st</sup> Vice Chair will direct the overall activities of the ES&H WG. In the event that neither is available, the 2<sup>nd</sup> Vice Chair shall act in their place.

5. A Strategic Planning Group comprised of the ES&H WG Leadership, Subgroup Chairs, EFCOG Sponsor, DOE Sponsors, and Liaison Members will provide strategic guidance and feedback to foster continuous improvement.

6. Subgroup Chairs will manage their respective activities independently; however, they are expected to regularly integrate with other ES&H Subgroups and shall keep the WG Chair and 1<sup>st</sup> Vice Chair apprised of activities and progress. Each Subgroup shall maintain a current membership roster posted on the EFCOG web site.

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7. The ES&H WG coordinates with other EFCOG Working Groups and maintains a direct liaison with the Integrated Safety Management Working Group.

### V. EFCOG ES&H WORKING GROUP PROCESS

1. The EFCOG budget and activities will be conducted based on the US Government's fiscal year. The ES&H WG will submit a formal "Annual Report" to the EFCOG Board of Directors.

2. Changes to this Charter shall require approval of the ES&H WG Leadership.

3. Meetings of the full ES&H WG and/or meetings of the WG Strategic Planning Group or other selected Working Group meetings shall be held as determined by the WG Chair or 1st Vice Chair. Locations will be selected to attempt to accommodate the majority of travelers. Advance notice to the extent practical will be provided.

4. With the exception of distributing workshop proceedings, teleconference and meeting minutes, draft reports, or similar informational documentation, all official transmittals of EFCOG information to nonmembers or DOE will be approved by the ES&H WG Chair or his/her designee before release.

5. ES&H WG and Subgroup members should provide the ES&H WG with copies of all briefings, oral reports, or written reports submitted to the DOE or other outside organizations for posting on the EFCOG web site.

6. ALL ES&H Subgroups will provide an annual written report of completed and ongoing EFCOG activities to the ES&H WG Leadership for inclusion in the ES&H WG Annual Report to the EFCOG Board.