

BUREAU OF LAND MANAGEMENT - CALIFORNIA ADVISORY SAFETY AND HEALTH COMMITTEE CHARTER

Background & Authority

The Occupational Safety and Health Act of 1970 (PL 91-596), Executive Order 12196 of 1980 and 29 CFR 1960 – *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters* - provide the primary authority and direction for developing and monitoring federal safety and health programs and Article 23 of the Collective Bargaining Agreement (CBA) - [to read Executive Order 12196 click here](#).

Purpose

The purpose of the Advisory Safety and Health (ASH) committee is to provide senior level oversight and direction of the state safety program and to monitor its performance. The committee also helps provide a channel of communication between employees and management, in order to assist in providing a safe and healthful workplace.

Committee Responsibilities

- 1) Assist in the development and implementation of the state safety and health action plan.
- 2) Review significant accident trends in the state and make recommendations for corrective actions. The state safety manager will ensure information made available to the ASH committee is sanitized to preserve Privacy Act information.
- 3) Address issues forwarded by district-level safety committees.
- 4) Make recommendations to assure adequate resources are provided to implement the safety program.
- 5) Promote and encourage risk management concepts.
- 6) Ensure records are kept of all committee meetings and activities, and publish all records to the ASH Committee Share Point Site.
- 7) Promote best practices between district safety programs and sharing lessons learned.

Membership Composition

- 1) Managers, supervisors, union representatives and non-management employees, will all be represented on the committee.
- 2) Committee will not have more than six (6) sitting members at any one time.
 - a. Except during overlapping term periods which will not exceed one quarter
 - b. During the overlapping term period, only the outgoing member is authorized to vote.
- 3) Management members shall be appointed in writing by the State Director or his/her designee.

- 4) Permanent management sitting members will consist of the following:
 - a. Fire Management: The Deputy State Fire Management Officer. In their absence the State Fire Management Officer will fill this seat.
 - b. Law Enforcement: The State Chief Ranger. In their absence, the Special Agent in charge will fill this seat.
- 5) Management will have one additional non-permanent sitting member on the committee.
- 6) Non-management members shall represent all employees of the agency and shall be determined as follows:
 - a. Two (2) bargaining unit (BU) members shall be appointed in writing by the Union President.
 - b. One (1) non-bargaining unit (BU) employee shall be appointed, (determined through procedures devised by the agency) which provide for effective representation of all those non BU employees that will be represented, and designated in writing by the State Director, or designee.
- 7) Terms for non-permanent committee members, should not exceed three (3) years; however, non-permanent committee members may serve multiple, repeat terms at the discretion of the respective nominating Union President or State Director.
- 8) The committee Chairperson shall be nominated from among the committee's members and shall be elected by consensus of the committee members. Management and non-management members should alternate in the position every calendar year.
- 9) The current Chair of the ASH will act as interim Chair until the new selection is made the following calendar year.
- 10) Safety Manager – The State Safety Manager will be an advisor and subject matter expert for the committee. This is a non-voting permanent position. In their absence the acting Safety Manager will assume those responsibilities.

Meetings

Date/Time/Scheduling/Canceling

- a) The Committee will meet at least once a quarter for a period not to exceed (4) hours at a time, via VTC or phone conference.
- b) They will meet at least once face-to-face in a calendar year as determined by the committee.
- c) Meetings may be adjusted by mutual agreement, but should not normally be canceled. Meetings may only be canceled due to emergency situations. If meetings must be postponed/canceled, it must be rescheduled within thirty (30) days of the regularly scheduled meeting.
- d) Dates for future meetings will be agreed upon by all committee members, to ensure maximum participation by all.
- e) Other parties, such as subject matter experts, may be invited to participate in the meetings and/or conference call but shall not be considered a voting member.

Agenda

- a) Topics of discussion to be included on the agenda should be submitted to the Chair two weeks prior to a meeting.
- b) During the year, the agenda should be populated by the Chair no later than two weeks prior to the scheduled meeting.
- c) A written agenda will be provided to all members by the committee chair at least a week prior to the meeting.
- d) Each meeting will include an update from the State Safety Manager on the injuries/accidents from the previous quarter.

Attendance

Meetings are open to all BLM employees. No travel costs will be provided for non-committee members to participate.

Ground Rules

- 1) Mutual Respect
- 2) Responsibility
- 3) Commitment
- 4) Trust
- 5) Open Communication
- 6) Accountability

Facilitation

Facilitation of the meeting will be performed by the Chair.

Decision Making

- a) The committee should come to a complete consensus on all decisions regarding recommendations to the State Director.
- b) Recommendations of the committee will be in writing, and provided to the State Director. The recommendations will include at a minimum:
 - o Two (2) to three (3), courses of action (COA) to choose from.
 - o This encompasses the current approach, and the NEW courses of action.
- c) In the event that a consensus cannot be met on any issue, the parties may vote to make two (2) recommendations to the State Director.
- d) The recommendations made by this committee are considered pre-decisional. It does not bind or obligate an Agency to reach a specific decision or take a specific action. Opportunities for pre-decisional involvement (PDI) in accordance with Executive Order (EO) 13522 are valuable sources of input for employees through their Union representatives.

Minutes/Tracking of Action Items

- a) All meetings will have a designated recorder which will be rotated among ASH members.
- b) Minutes will capture the names of all in attendance, discussions, recommendations and any action items and deadlines.
- c) Draft minutes will be distributed to members (or any alternates who attended) within two weeks of the meeting.
- d) Members/alternates will review and return any corrections/edits within one week of receipt, back to the designated recorder.
- e) Finalized minutes will be distributed to the members and will be posted to the ASH Committee Share Point Site - <http://teamspace/ca/sites/safety/Pages/ASHCommittee-Info.aspx> in accordance with the collective bargaining agreement, normally no later than 30 calendar days from the date of each meeting.
- f) End of year (EOY) accomplishments report will be shared among committee members and posted onto the ASH committee sharepoint site for all employees to see.

Training

All sitting committee members will complete Safety: Introduction to OSHA training in DOI Learn within sixty (60) calendar days of the signing of this agreement or appointment to the committee, whichever is later.

Additional, training courses may be recommended by the Chair Committee person or by the State Director commensurate with the responsibilities and expectations.

ASH COMMITTEE END OF YEAR SELF EVALUATION FORM

The goal is to provide an idea of how the committee functioned and solicit what representatives think should be changed for the next year. Please ensure comments are constructive, even if negative.

Deliver completed form to the Chair by email, snail mail, or other method, no later than the Monday prior to the last meeting of the year. The Chair will compile the responses and provide them to the ASH members at the last meeting of the year as part of the End-of-the-Year review.

NOTE: Confidential comments can be submitted to State Safety Manager (SSM) throughout the year and will be presented anonymously by the SSM at the next ASH meeting.

- 1) What worked?

- 2) What didn't work?

- 3) What would you like to see change?

- 4) Will you continue to be involved with spreading safety messages to your co-workers and encouraging others to get involved with the committee(s) that are in place to help them?

- 5) What feedback did you receive from Supervisors about the ASH committee's effectiveness?

- 6) What feedback did you receive from employees about the ASH committee's effectiveness?

- 7) Can you think of anything you would have done differently during your time on the committee?