

Idaho National Laboratory

CHARTER FOR THE LABORATORY EMPLOYEE SAFETY TEAM	Identifier: CTR-26	Page: 1 of 5
	Revision: 8	
	Effective Date: 10/04/07	

Laboratory-wide	Charter	USE TYPE 3	eCR Number: 555057
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Manual: 14A Vol. I – Safety, Fire Protection, Industrial Hygiene

1. CHARTER

The fundamental purpose of the laboratory employee safety team (LEST) is to engage employees toward the goal of protecting employees and their families from injuries and illnesses at and away from work. The employee safety teams (ESTs) are an avenue for employees, regardless of level of responsibility in the organization, to contribute to and promote continuous improvement in the safety and health program. The ultimate vision is to prevent injuries and provide every employee an opportunity to work within a world class safety culture.

2. FUNCTION

The LEST is empowered via this charter to:

- Solicit and encourage employee involvement in, and provide direction to, safety and health programs and awareness activities.
- Develop and submit solutions to leadership-management for laboratory-level safety concerns/issues.
- Utilize laboratory-level safety and health data, such as injury/illness statistics, SOAR observation data and inspection results to eliminate at-risk behaviors and unsafe conditions. Observation data is equally used to reinforce safe behaviors.
- Establish LEST-specific safety improvement plans annually.
- Serve as the communication pathway between the unit EST and leadership-management.

3. LEST COMPOSITION

- The LEST is co-chaired by a member of the Leadership Management Team (LMT) and an individual contributor selected from nominations by the unit ESTs.
- LEST membership is comprised of the 2 co-chairpersons, a vice chairperson, the unit EST chairpersons or designee and a union representative (designated by the respective unions). These members are the “voting members” of the team.
- Other non-voting representatives include the Voluntary Protection Program (VPP) coordinator, Behavior Based Safety (BBS) Subject Matter Expert (SME), an executive administrator appointed by the co-chairs, the Environment Safety and Health (ES&H) Director and other senior managers who attend the meeting each month.
- LEST meetings are open to all employees.

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4. Responsibilities**4.1 LMT Co-Chairperson**

- Executive co-chairperson and champion of LEST.
- Consult with the employee co-chairperson and the VPP coordinator, and contribute to the monthly LEST meeting.
- Provide a leadership-management message at the LEST meeting.

4.2 Employee Co-Chairperson

- Collaborate with the VPP coordinator and champions toward employee involvement in safety from the perspective of the employee safety teams.
- Interface with the VPP coordinator and executive administrator, provide input to the LEST agenda and conduct the monthly meeting.
- Follow up on action items from meetings.
- Act as the liaison between unit teams and LEST.
- Present the charter for review to the LEST membership annually.
- Serve for a term of 12 months.
- Serve as mentor to the vice chairperson.
- When tenure as the employee co-chairperson is complete, ensure a thorough transition is made to the new chairperson and also interact as an advisor to the new chairperson.

4.3 Vice Chairperson

- Act for the co-chairperson in their absence.
- Act as liaison between the unit teams and the LEST.
- Serve for a term of 12 months, after which time assume the responsibilities of the co-chairperson.

4.4 Executive Administrator

- Record, publish and distribute meeting minutes.
- Maintain an attendance roster at the team meetings.
- Assist in preparing the monthly meeting agenda.
- Actions/issues to be tracked and closed through documentation in the meeting minutes.
- The following items may be included as appropriate at each monthly meeting:
 - Introductions, safety share and stretching.
 - Approval of previous month's minutes.
 - Review and status action items from previous month.
 - Status LEST Safety Improvement Plan actions.
 - Injury/Illness statistical data.

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- Key programmatic activities/events from VPP coordinator.
- As appropriate, status ad-hoc sub-committee actions.
- Special reports/presentations added to the agenda (establish time limit).
- Open roundtable—highlights/positive events/concerns/requests from the units.
- Reminder of “action items” for the next month.
- Leadership-Management safety message.

4.5 ES&H Director

- Serve as an advisor and liaison between the LEST and the ES&H organization.

4.6 Team Members

- Attend at least 75% of the LEST meetings (send a designee when unable to attend).
- Provide for “two-way” communication between the employees you represent and the LEST.
- Participate on sub/ad-hoc committees, as assigned.
- Attend safety educational/awareness sessions.
- Have access to data on ICARE, as appropriate.
- Complete actions assigned in a timely manner.
- Participate in CBT or classroom training for employee safety team members: 00TRN792, 00TRN793, 00TRN794 and 00TRN795, Human Performance Fundamentals, BBS Principles & Concepts/SOAR and SOAR Observer.

4.7 VPP Program Coordinator

- Keep the LEST apprised of projects/activities/programs (VPP Path Forward) directed by the program office.
- Provide appropriate learning/educational opportunities for members.
- Mentor the Co-Chairpersons and Vice-Chairperson of the LEST to ensure the integrity and viability of the team.

4.8 BBS Subject Matter Expert

- Provide technical direction to the SOAR (Safety Observations Achieve Results) process at the laboratory (SOAR is the application of Behavior Based Safety).
- Strategize with LEST to incorporate BBS concepts and principles into the VPP process.
- Report the trends of observation data and recommend action plans.

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5. LEST ADMINISTRATION

5.1 Team Quorum Requirements

- The LEST will meet at least monthly. An annual schedule will be published and issued by the team executive administrator at the beginning of each fiscal year.
- A working quorum will consist of 75% of the membership. Quorum attendance will be so noted in the minutes. Process/program directions and issue resolutions are passed by a majority vote of the working quorum.
- Approved meeting minutes are published on the VPP intranet home page.

5.2 Administrative

- The employee co-chairperson and vice chairperson serve for a period of 12 months and should not serve as a Unit EST chair during their tenure as LEST co-chairperson or vice chairperson. The employee co-chairperson is to be an individual contributor.
- The employee vice chairperson is elected using the following process:
 - The LEST employee co-chairperson will initiate the process 2 months prior to the end of the vice chairperson's tenure.
 - Units will submit their nominations to the employee co-chairperson at a LEST meeting. Nominees should have as a minimum been a participant in an EST or an EST subcommittee.
 - The co-chairperson and/or VPP coordinator will contact the nominees' management to ensure they can commit to the necessary time and resources. They will also determine the nominees' desire to serve.
 - The nominees are then presented to the LEST membership and subsequently the LEST voting members cast one (1) vote.
 - If for some reason that elected person cannot serve, a revote will be conducted until a selection is made.
- Various subcommittees and ad-hoc committees may be formed to address special issues that arise. These committees will report their deliverables to the LEST.
- Annually review the charter. Any changes are communicated to the working quorum.
- Actions and other issues are followed up and documented in subsequent meeting minutes.
- LEST attendance is documented on a training roster and entered into the TRAIN system as a safety meeting.

5.3 LEST Safety Improvement Plan

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- The LEST shall establish a sub-team annually to draft the yearly Safety Improvement Plan. The employee co-chairperson and/or the vice chairperson plus the VPP coordinator will be standing members of this sub-team.
- Each year the sub-team develops the plan and objectives using safety and health trending data, information from the annual S&H Program evaluation plus any corporate safety initiatives. After review and approval of the goals by the LEST, the SIP is communicated to the workforce through line management. These goals are communicated to the ESTs for consideration as the unit-level goals are developed. The goals and objectives will be published and distributed during the first quarter of the fiscal year.
- The SIP sub-team will periodically status the SIP objectives at the LEST meeting.

6. RECORDS

Record	UFC	Disposition Authority	Retention Schedule
LEST Meeting Minutes	5109	ENV1-b-5-a	EPI records and cannot be destroyed until the EPI moratorium is lifted
LEST Goals & Action Plans	5109	ENV1-b-5-a	EPI records and cannot be destroyed until the EPI moratorium is lifted