Pacific Northwest National Laboratory
Voluntary Protection Program Steering Committee Charter

Origin

In 1998 the Pacific Northwest National Laboratory (PNNL) established the Voluntary Protection Program to support the worker safety and health program at PNNL. The VPP Steering Committee is sanctioned by Pacific Northwest National Laboratory and Hanford Atomic Metal Trades Council.

Purpose

The Committee is a voice for workers and provides a forum for worker involvement to develop and enhance the safety and health program, and promote continuous worker safety and health performance improvement. It will also provide advice and assistance to the Environment, Safety, Health and Quality (ESH&Q) Directorate, to PNNL line organizations, to the HAMTC Safety and Health Representative and, upon request, to other PNNL safety committees. In addition, the committee will provide a central forum for other safety committees to discuss safety and health issues. The Committee will also provide mentoring to external organizations interested in learning about how PNNL implements its safety and health program.

Responsibilities

The Committee will provide an avenue by which employees may raise safety and health issues; in addition, the Committee will actively promote employee involvement in safety and health, and will seek to foster general safety and health awareness. The Committee will support and promote safety and health activities by building on current strengths and focusing on areas for improvement. Major emphasis will be given to promote continuous improvement in each of the Tenets of VPP. The Committee will be the focal point for VPP mentoring of external organizations.

Membership

Committee membership will be divided equally between bargaining unit and non-bargaining unit staff. A representative will be selected from each Hanford Atomic and Metal Trades Council (HAMTC) affiliated local union present at PNNL and the balance of the committee will be selected from non-bargaining unit staff from all organizations. HAMTC must sanction bargaining unit representatives who will serve at the discretion of the President of HAMTC or the President's designee.

Officers

The officers of the Committee will be distributed equally between Bargaining Unit and Non-Bargaining Unit members. Officer positions will include Bargaining Unit Co-Chair, Non-Bargaining Unit Co-Chair, Recording Secretary, and Financial Secretary (Treasurer). The Co-Chairs will share responsibilities equally. The ESH&Q organization will provide administrative support.

The term of each of the Co-Chairs will be two years, elected on alternating years. The term of the Financial Secretary and Recording Secretary positions will be two years. The Bargaining Unit officers will be sanctioned by HAMTC and serve at the discretion of the President of HAMTC or the President's designee.

Process

The Committee will meet monthly, or as deemed necessary by the Co-Chairs, ESH&Q Directorate, and/or the HAMTC Safety & Health Representative. The meetings will be conducted using a published agenda. The Recording Secretary will maintain a current membership roster and will publish meeting minutes within seven days after the meeting. The minutes will be distributed to members, to other individuals requesting a copy, and will be posted on the VPP website. No decisions reached by the Committee may contravene the authority of either PNNL or HAMTC. Recommendations of the Committee will be made to the Laboratory through the Integrated Quality, ES&H Management System. Funding for participants in the VPP Steering Committee will be provided by their directorate. Non-labor funding will be provided based on the annual Integrated Quality, ES&H Management System Business Plan. Funding for recommended safety program improvements will be provided by the appropriate Management System.

Approved:

L. K. Peters, Director, Pacific Northwest National Laboratory — 11/14/03 **Date**

Jim Bateman, President, Hanford Atomic Metal Trades Council — 9-25-03 **Date**

PNNL VPP Steering Committee Charter
Recommendation for Approval

On behalf of the PNNL VPP Steering Committee, we the undersigned recommend approval of the PNNL VPP Steering Committee Charter by PNNL and HAMTC

Name	Signature	Date
Stephen A. Barraclough	Stephen A. Barraclough	8/28/03 BTNW 8851
Robert E. Boy	Rob E. Roy	9/17/03
Drue A. Collins	Drue Collins	9/04/03 D6765
Michele Friedrich	Michele Friedrich	8/28/03 D9C48
Bob L. Gruel	Robert Gruel	8/28/03 D7P28
Janice M. Haney	Janice M. Haney	8-28-03 D7969
Nancy G. Isern	Nancy G. Isern	8-28-03 D7E26
Elwood A. Lepel	Elwood Lepel	8/28/03 [redacted]/D78922 ~~D7EP22G~~
Vern Madson	Vern Madson	8.28.03
Russell L. Meicenheimer	R L Meicenheimer	8-28-03 Local 598
John J. Reck	John Reck	8/28/03 ES44Q LOC 9844
Michael R. Tinker	Michael R Tinker	8/28/03 D9T78
Alice V. Ver Steeg	Alice V Ver Steeg	9-18-03
Landon A. Walker	Landon Walker	8/28/03 D3K843
Clifford L. Wynn	Clifford L Wynn	8/28/03 LO77