

**OREGON MILITARY DEPARTMENT**  
**EXECUTIVE SAFETY COMMITTEE (ESC) CHARTER**

**MISSION STATEMENT:**

“Actively work to improve safety and health performance within the Agency to Prevent Injuries, Illness and Accidents”

**PURPOSE:**

- 1) Eliminate barriers to improved safety and health performance within the Agency.
- 2) React to safety and health problems not being corrected/responded to at lower levels of the organization, or their safety committees, for whatever the reason.

**GOALS and OBJECTIVES:**

1. Ensure a safe work environment for all employees
2. Ensure safety and health is integrated into all aspects of work
3. Reduce work related injuries and illnesses
4. Identify safety and health trends
5. Ensure there are safety budgets to prevent safety and health issues from not being reacted too
6. Take corrective action on those safety and health related issues that are not corrected at lower level management or the safety committees
7. Reduce the escalating costs associated with accidents and injuries.

**MEMBERSHIP:**

1. Director of State Affairs
2. Director of AGP
3. Director of AGC
4. Director of AGI
5. Director of YCP

6. General Foreman of Camp Withycombe
7. Director of Staff for Air Guard (Pang & KF)
8. Assistant Director of OEM
9. Federal State Safety Manager
10. State Safety Manager, non voting

NOTE: Each member shall designate an alternate who has the authority to speak and vote on their behalf if they are unable to attend.

**MEETINGS:**

The ESC shall meet at least quarterly (Jan, Apr, July, and Oct). Additionally meetings may be called as needed to ensure all safety and health issues are addressed timely where employees are at risk. Agendas for the meetings shall be set in advance by the State Safety Manager.

**PROCESSES:**

1. ESC members:
  - a. Review, with subordinate managers, all safety and health issues identified by staff and safety committees for action planning for correction.
  - b. If, for whatever the reason, there are items they are unable to resolve at their level they will be brought to the ESC for determination and action.
  - c. All issues will be provided to the State Safety Manager for inclusion in the agenda to include who is bringing it forward.
2. Safety Committee Chairman:
  - a. Provide a list of those items still needing corrective action to include recommendations for correction. It should also include their rationale for the correction and any interim measures to prevent exposure to injury until the item can be corrected.
  - b. The list will be provided to the State Safety Manager to be included in the agenda for the ESC meeting.

3. State Safety Manager:
  - a. Obtains the list of items from the ESC members and the Safety Committee Chairman and reconciles that list to ensure duplicates are combined under one item and added to the agenda.
4. ESC Chairman:
  - a. Leads discussion and brainstorming on issues to determine best courses of action on each item brought to the committee.
  - b. Determines which solution will be used and authorizes disbursement of funds as needed to correct the safety and health issue.
  - c. Ensures timelines for correction are determined for each issue brought before the committee and they are met.
  - d. Ensures the minutes for each meeting are widely distributed throughout the organization (through the State Safety Manager) and in particular to the Safety Committees and all managers.
5. Accountability:
  - a. ESC members are directly accountable for the correction of all safety and health issues brought forth to the committee.
  - b. ESC members are directly accountable to ensure:
    - i. Realistic timelines are established for the correction of each item
    - ii. That those timelines are met
    - iii. To report any problems in implementing corrective action to the Chairman and the State Safety Manager so further action can be brainstormed and what interim measures are being taken to protect workers.
    - iv. All managers and safety committee members are kept informed of the decisions of the ESC.

**ADMINISTRATION:**

1. The ESC is appointed by the Director of State Affairs who will also serve as the Chair.
2. Subcommittees: Shall be appointed by the Chairman to study issues and/or perform tasks determined to be necessary to prevent injury and illnesses.

Membership on such committees may be augmented by individuals external to the committee, as required, based on the nature of the tasking and areas of expertise needed. Unless designated as a "standing committee" by the Chairman, all subcommittees will be dissolved upon completion of their tasking.

**REPORTS:**

Minutes of the ESC shall be recorded by the State Safety Manager who is designated the Executive Secretary of the committee. A copy of the minutes will be provided to each ESC member, all safety committees, Managers, Chief of Staff, and TAG. In addition, they will be posted on the Web.

Reports of subcommittee meetings: The subcommittee chairman shall furnish a written report of the subcommittee's findings and recommendations to the ESC chairman within 20 calendar days following completion of the subcommittee's task.

**REPORTS:**

The charter may be amended by a majority vote of the committee.

This charter is approved as of 1 Oct 2009