



Version	Date	Author	Description of Change
1.2	3/19/12	[REDACTED]	Follows 2-year review schedule. No content changes. Updated Sponsor from Acting to current EROS Director.
1.3	3/11/14	[REDACTED]	Follows 2-year review schedule. No content changes.

**USGS EROS ADMINISTRATIVE PROCEDURE**

**COORDINATION:**

[REDACTED]

EROS Director      Deputy Director      Administrative Officer

**SUBJECT / TITLE:**      USGS EROS Safety Advisory Committee Charter

**DATE:**      March 11, 2014

**VOL / INDEX #:**      EROS-CGB-03

**PREPARED BY:**      **Copies will be provided to:**  
[REDACTED]

Preparer      Date      Supervisor      Date

**OTHER COORDINATION:**      GS-N-EDC Federal Employees  
CORs distribute to contracts.

**STATUS:**       Permanent  
                   Temporary

**EXPIRATION DATE:**      March 10, 2016

**PROCEDURE / MEMO:**       Original  
   Supersedes (USGS EROS Safety Advisory  
  Committee Charter, 3-19-12, EROS-CGB-03, v1.2)

**ATTACHMENT TO:**      N/A

**PURPOSE:**      Serves as the Charter to the USGS EROS Safety  
  Advisory Committee

**UTILIZATION:**       Daily,  Weekly,  Monthly,  Other (per charter)

**TEXT:**      Charter follows on next page.

## USGS EROS Safety Advisory Committee Charter

### 1.0 Purpose

The USGS EROS Safety Advisory Committee is an advisory committee responsible for promoting occupational safety and health in all areas of the EROS Center for the benefit of all personnel and visitors. This will be accomplished in part by reviewing, evaluating, and recommending the adoption of safety policies and practices. The second function of the committee is to gather safety related data for Federal reporting purposes.

### 2.0 Authority

The committee operates under the executive sponsorship of the EROS Director. As outlined in U.S. Geological Survey Manual SM 445-2-H, the committee serves as the focal point for all safety related subjects concerning EROS Center operations, maintenance, and well being of personnel assigned or visiting the Center.

### 3.0 Membership

The committee will consist of members from the areas and contracts listed in the table below. The Contractor members are appointed and given work assignment approval through their respective Contract management. Work assignment approval should take into consideration the willingness of the employee to serve on the committee and the time commitment involved to attend meetings, develop safety programs, train employees, and perform inspections and drills. Special consideration should be given to those employees who have expressed interest in serving on the committee and/or have specialized safety training and/or experience.

Position	Organization
Facility Manager (Chairperson)	USGS EROS
Vice Chairperson	USGS EROS
Safety Representative	USGS EROS
Secretary	USGS EROS
Contract Representative	Other Contractors 1 per Contract

### 4.0 Duties

The committee has the responsibility to represent the needs of all personnel at the EROS Center on matters involving their safety and health and to implement a safety program that provides for the identification, evaluation, control, and prevention of workplace hazards. Basic committee member responsibilities are as follows:

- Represent and communicate the safety needs and concerns of their area or contract to the committee.

- Develop, review and present recommendations for safety and health procedures and programs.
- Report all accidents within their area or contract to the committee.
- Review accidents/incidents involving work-related injuries or illnesses.
- Analyze work injury and illness statistics and make recommendations for needed action.
- Conduct routine inspections of the work sites. Maintain reports on findings and corrective actions. Maintain safety records.
- Review personnel complaints and conduct investigations as the committee decides appropriate.
- Based on feedback from personnel from respective areas or contracts, evaluate and assess the effectiveness of safety training and recommend changes, if needed.
- Help develop, coordinate, and participate in exercises that test the EROS Center's readiness to act in cases of fire, tornados, natural and manmade disasters, and participate in after-action reviews and assessments.

## **5.0 Roles and Responsibilities**

### **5.1 Chairperson**

The EROS Facilities Manager is the chairperson for the committee, and is responsible for (a) managing, directing and coordinating all aspects of the EROS safety program, (b) serving as the principal coordinator to ensure that the EROS Center is compliant with applicable Federal, State, and local laws, (c) identifying management and communication avenues for the implementation of safety policies, procedures, and programs, (d) ensuring education and training programs are delivered in accordance with regulatory requirements, (e) ensuring the committee is active and goal-oriented, (f) assigning action items to committee members, (g) resolving issues and making decisions based on input from the committee, and (h) prioritizing safety action items based on degree of hazard(s) and or deficiencies identified and ensuring corrective actions are taken.

### **5.2 Vice Chairperson**

The vice chairperson shall be appointed by the EROS Facility Manager and shall assume the chairperson's duties in the event he/she is not present for the meeting or otherwise unable to perform assigned chairperson duties.

### **5.3 Safety Representative**

The Safety Representative appointed by the EROS Facility Manager is responsible for (a) assisting the EROS Facility Manager in managing the EROS safety program, (b) serving as the primary safety representative in the absence of the Facility Manager when unavailable to attend safety meetings, training, inspections, audits, investigations, and (c) serve as the conduit for the Facility Manager to disseminate, coordinate and administer safety information, guidance, and compliance to EROS Center personnel.

### **5.4 Secretary**

The secretary shall be appointed by the EROS Facility Manager and shall (a) arrange time and place for meetings, (b) notify members of the meeting, (c) prepare and distribute meeting minutes to members, (d) maintain a file of committee minutes, and (e) post committee information on the Safety Home Page for dissemination.

### **5.5 Committee Members**

Committee members' act as supporting safety representatives. In this role each member is responsible for (a) serving as their respective safety representative to the committee and handling communications between the committee back to their respective areas, (b) providing technical and regulatory expertise, (c) overseeing the development of common/shared safety programs and the delivery of safety information, guidelines, and training to their respective management and personnel, and (d) providing safety plans to the committee and its chairperson for review and approval in accordance with Federal Departmental and Agency program requirements.

## **6.0 Meetings**

- Meetings will normally be held quarterly or as directed by the chairperson.
- Attendees at the quarterly meeting will include committee members and invited guests.
- Failure by any Contractor member to attend 50 percent of the meetings during any fiscal year, or failure to take an active role in addressing safety action items or issues, will be grounds for removal from the committee and addressed to the respective Contract management and Contracting Officer's Representative.
- Committee meeting notes will be emailed to EROS personnel and posted at <https://edchome.cr.usgs.gov/#/Shared/ASB/Safety> under Committee Meeting Notes.

- The minutes of the prior meeting will be the basis for discussion. New business items will be assigned to committee members as action items. Action items from the prior meeting will be reviewed at each meeting and will be posted at <https://edchome.cr.usgs.gov/#/Shared/ASB/Safety> under Committee Meeting Notes.
- EROS personnel wanting an issue addressed by the committee should either (a) work through a committee member to have the issue placed on the upcoming agenda, or (b) request an invitation through a committee member to address the committee in person. Personnel can also report Unsafe or Unhealthful Conditions by using the web portal: [http://130.11.8.41/IAS\\_USGS\\_ReportUnsafeCondition.asp](http://130.11.8.41/IAS_USGS_ReportUnsafeCondition.asp)

## 7.0 Actions

Recommendations from the committee will be implemented based on overall need, priority, funding, and committee consensus. The EROS Director and Facility Manager have final approval authority over any recommendations made by the committee.

## 8.0 Review and Update Charter

The committee will review its charter for any updates and changes on a 2-year periodic review cycle from the date of original issuance. These changes will be submitted in accordance with EROS procedures regarding charters.

## 9.0 Charter Acceptance

Name and Title	Role	Signature	Date
██████ EROS Director	Sponsor	Authorizing signatures on page 1 of 4 of sponsor and chairperson indicate EROS-CGB-03 SAC Charter is sponsored, accepted, and approved.	
██████ Facility Manager	Chairperson		

## 10.0 Distribution (via email)

GS-N-EDC Federal Employees  
CORs distribute to Contracts