

TEMPLATE

Office of Health, Safety and Security Focus Group [Name of Work Group] Work Group Charter (Date)

I. PURPOSE

The HSS Focus Group [Name of Work Group] is one of several HSS Work Groups, established to address worker health, safety and security programs improvements across the U.S. Department of Energy Complex. The [Name of Work Group] has been established to (state specific purpose).

II. OBJECTIVES (State the desired impact(s) and major outcome(s) for, the Work Group)

1. Establish specific improvement goals, intended outputs and supporting activities that respond to identified worker health and safety improvement needs.
2. Establish measurable indicators when possible to support findings, recommendations and accomplishments.

III. SCOPE/APPROACH/LIMITATIONS: [To support the following guidelines]

1. Activities will support specifically identified goals that respond to health, safety and security issues/concerns with impact across the DOE Complex.
2. Facilitation of information through such vehicles as meetings, workshops, working groups, and written materials.
3. Promote communications, cooperation and engagement of DOE, union, contractor and stakeholders as appropriate.
4. Identify collaborative and integrated worker health and safety improvement opportunities among DOE, union, contractor and stakeholder communities that respond to Complex-wide issues and/or provide value-added benefits to the Department and workers at DOE sites.
5. Limitations: In abidance with DOE labor relations statutes, specific terms and conditions of employment or any pending negotiations or bargaining cannot be discussed.

IV. ORGANIZATION:

1. Work group members are constituent representatives of HSS, unions and stakeholders.
2. Work Group Co-Chairs will respectively represent DOE HSS and unions. HSS and Union Leads are responsible for ensuring the communication of efforts among their respective staffs and memberships.
3. Work Group activities will be conducted on an agreed upon basis to support discussion and activities to address pertinent issues.