

HANFORD VOLUNTARY PROTECTION PROGRAM CHAMPIONS COMMITTEE CHARTER

1.0 PURPOSE

The Hanford Voluntary Protection Program (VPP) Champions Committee provides support and assistance to Hanford Projects and Companies as they pursue and or maintain VPP recognition. It provides a communication tool for information in the development and enhancement of VPP activities for safety and health continuous improvement. This forum is not intended to take the place of individual contractor and sub-contractors safety and health programs and efforts. However, the VPP Champions will provide site - wide criteria that may require support from other contractors. Major consideration will be given to ensure that each of the strategic objectives of VPP is achieved, i.e., Management Leadership, Employee Involvement, Work Site Analysis, Hazard Prevention and Control, and Safety and Health Training. Where other site-wide forums or committees exist, they will retain the lead in their specific areas (e.g., ISMS COE, radiation protection, emergency preparedness, electrical safety, hoisting & rigging.). The VPP Champions Committee will be the focal point for interfaces with these forums when issues involving the Voluntary Protection Program are identified.

2.0 SANCTIONING BODY

The U. S. Department of Energy Office of River Protection and Richland Operations Office sanction the VPP Champions Committee.

3.0 MEMBERSHIP

Regular membership for the VPP Champions Committee will consist of a maximum of three representative(s) from DOE-RL, DOE-ORP, each Hanford Prime Contractors, Major Projects and sub contractors. The membership will be made up of management, bargaining unit (HAMTC/ HGU/Building Trades) and non-bargaining unit employees. Voting members will be limited to no more than three as indicated above: See membership listing.

3.1 VPP champions committee

1. Members are not limited to length of service, but rotation of assignment is encouraged to provide enhanced opportunity for employee participation.
2. The Hanford Atomic Metal Trades Council (HAMTC), Hanford Guards Union (HGU), and Building Trades Union must sanction bargaining unit members.
3. Resolutions and recommendations, which require a vote, are approved by a consensus of those members present.

4. In order to move an issue to vote, concurrence must be reached that such a vote can decide the issue without subjugating the authority of the Employers or the Collective Bargaining Agreement.
5. The secretary shall be notified of any membership changes.

4.0 SELECTED / APPOINTED POSITIONS

1. There will be two co-chair positions: one bargaining and one non-bargaining, including a recording secretary and special projects person.
2. All bargaining unit members being considered for any position must be appointed and sanctioned by HAMTC / HGU / Building trades.
3. The term “appointed” refers only to the members of HAMTC / HGU / Building trades.
4. The members will select candidates for the positions: co-chair, secretary and special projects person.
5. The co-chair positions should serve for a minimum of two years, every year, one of the positions should be reopened and appointments / selections made.
6. Other positions shall serve for a minimum of one year.
7. This does not dictate that the committee must replace the incumbents.
8. In the case of resignations, the position must make notification to committee. Candidates will be selected / appointed by the next scheduled meeting.
9. Selecting candidates should take place in October, notifications in November to allow a turnover time in December. The newly appointed / selected persons will take office on January 2.

5.0 RESPONSIBILITIES

1. Conduct monthly meetings using established published agenda, and distribute meeting minutes.
2. Assist DOE, Contractors, and Subcontractors and ensure that the VPP Champions Committee provides an adequate base for VPP activities at Hanford.
3. Respond to recommendations and concerns related to the VPP deployment, operations, maintenance, support, and achievement of VPP recognition.

4. The Champions will participate in the self-evaluation of the annual VPP review when requested.
5. Lead in the continuous improvement of the VPP efforts.
6. The Champions will communicate activities and progress to the groups they represent.
7. Develop a Hanford Site VPP charter and review periodically to evaluate effectiveness.
8. Establish special steering committees, as appropriate, to develop recommended solutions to identified areas.
9. Provide mentoring to both on-site and off-site contractors and communicate the activities to the champions committee and DOE.
10. Encourage meaningful employee participation in VPP activities.
11. Provide interface between this committee and the Hanford Site Presidents' Zero Accident Council on a periodic basis.

6.0 MEETINGS

A routine meeting schedule will be set by the chairpersons with sufficient advance notification to help assure appropriate attendance. Meeting minutes will be kept by the recording secretary and distributed to each member for review and comments.

1. A membership sign-in roster will be available at each meeting along with space for alternates and visitors.
2. A membership roster will be kept current and available upon request.

7.0 RECORDS

1. Recording secretary retains all records while committee is active. Records relating to establishment, organization, and membership.
 - The retention period: Destroy one year after termination of committee.
2. Agenda, minutes, reports, and related records documenting activities shall be retained.

- Retention period: Destroy when one year old or when no longer needed for reference.

