



U.S. Industrial Pellet Association

## **Health and Safety Work Group Charter**

### **Mission Statement:**

The mission of the USIPA Health and Safety Work Group is to assist Association Members in the development and promotion of a healthy and safe environment through the involvement of all members with regards to education, communication and safe work practices.

### **Activities:**

The health and safety activities of the committee will include, but are not limited to, the following:

- Discuss unsafe work practices and conditions so that appropriate improvements may be shared.
- Share information on safety and health incidents, including root cause analysis and recommendations to prevent recurrence.
- Obtain and analyze available data on past injuries to identify trends and to benchmark vs other industries.
- Assist in the sharing of best practice information for effective health and safety awareness programs.
- Encourage feedback from all members with regard to health and safety related ideas, problems, and solutions.
- Provide compliance information and updates to assist with OSHA health and safety regulations compliance.
- Provide suggestions and recommendations for resolution of health and safety concerns.

### **Sponsor:**

The Health and Safety Work Group Sponsor will be a member of the USIPA Board of Directors as appointed by the USIPA Board.

### **Core Work Group Members:**

Core Work Group Members shall be selected by the Work Group Sponsor and Chairperson. Selection will be aimed to provide a diverse group of USIPA members and may include representatives from producers, service suppliers, and equipment suppliers

### **Officers:**

The officers will consist of a Chairperson and a Vice-Chairperson. Officers will be selected by the USIPA Board. Assignments will have no defined term limits.

### **Responsibilities:**

#### **Sponsor Responsibilities:**

- Provide guidance and direction as needed.
- Act as interface between the Work Group and the USIPA Board.
- Ensure alignment of Work Group initiatives with the objectives of USIPA and its Board
- Assist in securing additional resources and funding as needed so that the Work Group may achieve its objectives and deliverables

#### **Chairperson's Responsibilities:**

- Actively promote health and safety.
- Act as communication liaison between the Work Group Sponsor and the committee.
- Facilitate the Health and Safety Work Group meetings.
- Coordinate the assignment of activities to Group members.
- Establish necessary deadlines based on member input.

- Follow-up on assigned responsibilities.
- Schedule and develop an agenda for meetings based on member input.
- Prepare an annual report of the Group's accomplishments.
- Prepare a report of the Group's objectives for next calendar year.
- Introduce new members.
- Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.
- Provide periodic updates to the USIPA Board.

**Vice-Chairperson's Responsibilities:**

- Actively promote health and safety.
- Assume the role of Chairperson once the term of the current Chairperson has been completed or the position is vacated.
- Facilitate the meeting in the absence of the Chairperson.
- Serve as a member of the various project teams or sub-committees.
- Assist with development of the agenda.

**Secretary's Responsibilities:**

- Actively promote health and safety.
- Ensure the meeting minutes are recorded, completed, and distributed in a timely fashion.
- Take and record attendance.
- Make arrangements for the meeting room.
- Distribute any correspondence and/or directives developed by the committee.
- Develop and maintain files of meetings and correspondence.

**Core Work Group Members Responsibilities:**

- Actively promote health and safety.
- Attend Work Group meetings on time or arrange for an alternate to attend.
- Communicate Work Group activities as needed to USIPA members not represented.
- Serve on appointed project teams or sub-committees.
- Bring safety or health concerns to Work Group meetings.
- Assist with the development of the agenda upon request.