

**CHAPTER 4****SAFETY AND HEALTH COMMITTEES**

1. General. Active participation by safety and health committees is essential to the successful implementation of an Occupational Safety and Health (OSH) Program. The purpose of these committees is to study OSH problems, formulate OSH procedures and policy, consider accident prevention at both supervisory and nonsupervisory levels, and forward recommendations to the Commanding Officer. Means for recording discussions, recommendations, and follow-up actions of the committees shall be established to ensure efficient and conclusive action within the organizational structure of the program. The minimum requirements for safety and health committees prescribed in accordance with reference (a) are identified herein, and the functions and membership of each are described in the following paragraphs. A copy of all safety and health committee records shall be maintained by the Public Safety Department, Occupational Safety and Health Office.

2. OSH Policy Committee. The organization and functions of the OSH Policy Committee are as follows:

a. In accordance with references (a), (f), and (g), the Center will conduct combined OSH Policy/Injury Compensation Cost Reduction Council meetings on a quarterly basis. These meetings shall be conducted adjunct to regularly scheduled Executive Steering Committee meetings.

b. The purpose of the OSH Policy Council is to study Center-wide safety and health problems, formulate safety policy, propose safety program objectives, and correct deficiencies. The Council shall address policy issues and concerns which can not be solved at a lower level.

c. Reference (g), paragraph 5c(2), requires all activities with an annual chargeback of more than one million dollars to, "...establish an Injury Compensation Cost Reduction Committee...responsible for recommending local policy and operational improvements for managing and reducing Federal Employees Compensation Act costs."

d. Membership shall consist of the following:

- (1) Commanding Officer (Chairman).
- (2) Executive Director.
- (3) Executive Officer
- (4) Chief Engineer

- (5) Chief Financial Officer
- (6) Program Director
- (7) Engineering Directorate
- (8) Corporate Management Directorate.
- (9) Total Quality Leadership Office
- (10) NFFE Local 284 Representative.
- (11) NFFE Local 23 Representative.
- (12) Strategic Planning Branch
- (13) Officer in Charge, Naval Medical Branch Clinic Lakehurst.
- (14) Public Safety Director
- (15) Human Resources Department, Employee/Labor Relations Branch,  
Injury Compensation Program Manager (Code 7.3) (CO-Chairman).

e. All agenda items shall be submitted to the CO-chairman on a continual basis but not later than two weeks prior to each scheduled meeting.