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C-A OPERATIONS PROCEDURES MANUAL

9.8.1 Worker Occupational Safety and Health Committee (WOSH) Policy and Requirements

Text Pages 2 through 5

Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

E. Lessard

9.8.1 Worker Occupational Safety and Health (WOSH) Committee Policy and Requirements

1. Purpose

1.1 To ensure full participation of workers in work-related OSH issues. This procedure is intended to help ensure workers are consulted, informed and trained on all aspects of OSH associated with their work. This procedure is intended to help ensure workers have the time and resources to participate actively in the processes of organizing, planning, implementing, evaluating and improving the OSH management system.

2. Responsibilities

- 2.1 The Worker Occupational Safety and Health Committee (WOSH) shall encourage, initiate and periodically monitor improvements in OSH.
- 2.2 The WOSH Committee shall meet at a minimum of once per quarter.
- 2.3 Group Leaders and Section Heads shall elect members to the WOSH Committee. Group Leaders and Supervisors should not be members of the WOSH Committee. The Committee membership shall be made of worker representatives of the following Sections or Groups (number of WOSH numbers) at C-AD:

- Administrative Group (1)
- ESHQ Division (1)
- Accelerator Physics (1)
- Electrical Systems (3)
- Vacuum Systems (1)
- Machine Operations (1)
- Beam Components and Instrumentation (1)
- RF (1)
- High Frequency Instrumentation (1)
- Mechanical Systems (2)
- Cryogenic Systems (2)
- Preinjectors (2)
- Facilities and Experimental; Support (2)
- Physics Support (1)
- Communications and Electronic Support (1)
- Controls Division (2)

- 2.4 At the first meeting of the calendar year, members shall select one member as Chair for the entire year. The Chair acts as the liaison between the WOSH Committee and the C-A Department management. A minimum of 10 voting members shall be present to constitute a quorum. Actions shall be taken by majority vote. The Chair may cast a tie-breaking vote.
- 2.5 Depending on subject matter, the Chair may request members from other groups to attend specific meetings. WOSH members should serve a maximum of three (3) years.
- 2.6 The WOSH Committee Chair shall arrange meetings, record minutes and make recommendations to the Department Chair.
- 2.7 The WOSH Committee members and Committee Chair shall serve as a communications mechanism to and from C-A groups and C-A management.
- 2.8 The WOSH Committee Chair shall ensure arrangements and procedures are established and maintained for:
 - 2.9 Receiving, documenting and responding appropriately to worker communications related to OSH.
 - 2.10 Ensuring that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to.
 - 2.11 The WOSH Committee members and Committee Chair shall assign a responsible person to close out assigned action items. [C-A-OPM-ATT 9.8.1.a](#) (attachment) shall be utilized to track action items to closure.

3. Prerequisites

None

4. Precautions

None

5. **Procedure**

- 5.1 After Group Leaders and Section Heads have submitted member names, the Associate Chair for ESHQ shall arrange for the first WOSH Committee meeting and set the agenda to:
 - 5.1.1 elect a Chair
 - 5.1.2 define Committee methods to receive, document and respond appropriately to worker communications related to OSH
 - 5.1.3 define committee methods to ensure that the concerns, ideas and inputs of workers and their representatives on OSH matters are received, considered and responded to
- 5.2 After the first meeting, the elected Chair shall schedule meetings and prepare an agenda from that point on, and after one (1) year of service arrange to elect the next WOSH Committee Chair.
 - 5.2.1 A WOSH Committee Chair shall serve no more than three terms as Chair.
- 5.3 The WOSH Committee Chair, or his/her designee, shall record the minutes of the meetings and forward them to the Department Chair, Associate Chair for ESHQ, Associate Chair for Operations, Associate Chair for Accelerators, Associate Chair for Experimental Support and Facilities, Assistant Chair for Administration, Chief Electrical Engineer and Chief Mechanical Engineer.
- 5.4 The Chair shall ensure the following:
 - 5.4.1 Each meeting, the Committee shall review the latest quarter injuries and injury investigation reports.
 - 5.4.2 Each meeting, the Committee shall review the latest quarter Performance Indicator report.
 - 5.4.3 Each meeting, the Committee shall review the latest quarter Critiques and Occurrences.
 - 5.4.4 Each meeting, the Committee shall review the latest quarter feedback from the Work Permit program.
 - 5.4.5 Each meeting, the Committee shall review the latest quarter feedback from the Self Evaluation Program ([C-A OPM 9.4.2](#)).

- 5.5 The Committee Chair shall solicit recommendations from the Committee members regarding 5.4.1 through 5.4.5 and forward recommendations to management if needed.
- 5.6 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review C-AD training programs and modify, as necessary, to ensure their relevance and effectiveness.
- 5.7 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, the Department's procedures that are relevant to hazard prevention and control. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 5.8 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review Workplace Hazard Identification and Risk Assessments prepared by the ESHQ Division. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 5.9 When requested by the Associate Chair for ESHQ, the Committee Chair shall appoint a member or members to review and modify, if necessary, new work methods, materials, processes or machinery before they are introduced to the workplace. The review shall be to ensure their relevance and effectiveness from the workers' perspective.
- 5.10 The WOSH Committee Chair, or his/her designee, shall work with the C-AD Associate Chair for ESHQ and help prepare an annual presentation for the EMS/OSH Management Review.

6. Documentation

- 6.1 The WOSH Committee Chair shall maintain the minutes of the WOSH Committee in files in the Building 911 Document Room.

7. References

- 7.1 Guidelines on Occupational Safety and Health Management Systems, ILO-OSH 2001, International Labour Office, Geneva.

8. Attachments

- 8.1 [C-A-OPM-ATT 9.8.1.a "WOSH Committee Action Item Form"](#).
- 8.2 [C-A-OPM-ATT 9.8.1.b "Action Item Log"](#).