



Safety Committee Charter

PURPOSE

The primary purpose of the Cenvar Roofing Safety Committee is to promote a culture of safety. Safety is a broad topic that encompasses office, field work, and all day-to-day operations. The work of the safety committee is intended to eliminate or minimize workplace injuries and illnesses and ensure regulatory compliance by involving employees and managers in the process of creating and maintaining a safe work environment. Following safe practices in every environment, in the field, in the office, and even during personal time, leads to greater efficiency, improved productivity and an enhanced sense of well-being.

GOALS & OBJECTIVES

The primary goals and objectives of the safety committee are:

1. Participating in efforts to reduce injuries and incidents.
2. Promoting continuous safety improvement through employee involvement, training and education.
3. Providing a forum to address concerns, issues, policies, procedures and projects that impact health and safety.
4. Serving as a resource for employees at all levels to share concerns, suggestions and positive reinforcement.
5. Improving communication between all employees and management on safety issues, especially conditions relevant to our situation.
6. Developing diverse programming to improve physical and mental health through active participation.
7. Encouraging workers to take a role in safety and empower them to correct unsafe items.
8. Educating employees to understand that safe practices are not only for the workplace.

The committee should be able to identify problems, use its skills and resources to seek solutions, and have the authority (or the ability to quickly gain authority) to implement needed actions to ensure an effective safety program.

Ultimately the purpose of a safety committee is to help reduce the risk of workplace injuries and illnesses which supports good morale and high-quality work and reduces costs.

This committee was formed with the support of the CEO Chris Good and we will take every idea or suggestion that affects the company to heart. Employees are Cenvar Roofing's most important asset!

COMMITTEE MEMBERSHIP & STRUCTURE

The safety committee is intended to be representative of all branches and employees, and consists of the following members:

- Branch/Sales members: **7 total** (voting). Branch/sales members can be any non-management employee who works in the field (sales, project coordinator, repairs, gutters, etc.). The corporate branch member must be a non-management employee and can be an office worker.
 - Charlottesville 1: _____



- Harrisonburg 1: _____
- Lynchburg 1: _____
- New River Valley 1: _____
- Roanoke 1: _____
- Corporate 1: _____
- Sales 1: _____
- Branch General Manager: 1 (non-voting) Member can be from any branch. Member is to provide management level insight and experience to the committee. Member will support the safety committee initiatives.
 - _____
- Safety Director: 1 (non-voting) is to facilitate provision of needed resources for the committee and provide a direct link to the CEO for support of safety committee initiatives.
 - Nate Hertzog
- Other members (voting or non-voting) as authorized by the current safety committee. Any additional members must be authorized by a majority vote of the committee members. List them below.
 - _____

Committee members will serve a 1-year term and must be nominated again to continue service on the safety committee. Members cannot serve more than 3 consecutive terms (3 years). The General Manager member will be appointed by the CEO with input from the Safety Director.

The chair will be appointed by majority vote for a 1-year term and can be re-elected for an additional 1-year term.

The committee is expected to meet monthly. Meetings will usually be held virtually. Committee members who work in the same geographic area may meet in person and join the virtual meeting together, however that is not required. The CEO may authorize committee members to meet in person for training, a meeting, or an event.

MEMBER SELECTION

Committee members are selected from employees who volunteer to be on the committee. When vacant committee positions are available, the Safety Director will communicate the vacant positions to supervisors and employees. Employees will express their interest in writing to their supervisor who will forward their interest with their recommendation to the Safety Director. General Managers interested in membership should express their interest to the Safety Director.

Employees should include the following when expressing their interest:

- Name
- The reason they are interested in being on the committee
- Length of time employed at Cenvar Roofing
- Explain any previous safety related training, skills, or experience they may have (do not include mandatory Cenvar Roofing safety training)



If a branch has multiple employees who volunteer for the committee, the branch general manager (or supervisor) will make a selection as to who would be the best candidate for the committee.

Membership terms: 1-year, January 1 to December 31

At the December meeting, the committee will schedule the first meeting of the new calendar year in January. At the first scheduled meeting of the new calendar year, the committee members will start their term. At that time, the committee will establish a Chair. The Safety Director will communicate with the supervisors and employees in December about the new term starting in January, so employees have time to express interest.

Vacancies before end of term: If committee members request to be taken off the committee, the employee's employment ends, or for any other reason there is a vacancy on the committee, the Safety Director will communicate with the branch manager/supervisor of that area to get another volunteer to fill the position. The replacement member will only hold the position until the end of the term.

ROLES AND RESPONSIBILITIES

All committee members: Committee members will be expected to spend sufficient time each month conducting safety committee related activities. Activities will include:

- Always strive for 100% attendance at committee meetings but have at least 90% attendance during the course of the year.
- Meet as often as necessary to complete work on committee projects
- Keep the discussion during committee meetings on safety and health issues
- Consider each proposal carefully, no matter how trivial it may seem and allow enough time for full consideration.
- Be assigned action items for issues the committee may not be able to resolve during a meeting
- Provide visible leadership in and commitment to health and safety
- Establish clear lines of communication with employees in the area of representation
- Conduct or support safety moments at each branch sponsored event or safety meetings
- Communicating with and obtaining feedback from staff and the committee on safety-related subjects
- Reviewing current processes and policies in your area with staff on a regular basis to ensure safety guidelines and requirements are up to date and to make suggestions if they need improvement
- Encouraging staff to share ideas through creative thinking, to improve and minimize incidents and/or injuries
- Looking for creative ways to improve safety awareness and training

The following are the leadership qualities we expect of each committee member:

- Follow safety rules/guidelines (set a good example)
- Critical & Creative thinking skills (A "How can we?" attitude rather than "This can't be done" or "That is the way we always have done it" attitude.)



- Be professional and polite at all times.

Committee chair: The committee chair will be expected to:

- Schedule regular committee meetings
- Develop written agendas for conducting meetings
- Conduct the committee meeting in a structured manner
- Approve committee correspondence and reports
- Supervise the preparation of meeting minutes
- Be the primary point of contact with the Safety Director
- Attend meetings of the Safety Committee

In the absence of the Committee Chairperson these responsibilities will be assigned to an alternate to be elected by the group at the beginning of the meeting.

Administration/Management: Administrators, Managers, and Directors should provide resources and support so that the committee member is successful during his/her tenure on the safety committee. They will support the time needed to fulfill his/her obligation and responsibilities while serving on the committee.

Safety Director: The role of the Safety Director will be to report metrics on incidents, injuries, inspection findings, and status of corrective actions to the committee. The Safety Director will provide support and/or guidance on implementation of regulatory requirements to the committee for dissemination to the branches and update committee members on changes to Cenvar Roofing safety policies, safety procedures.

TRAINING

New representatives will receive training in safety-committee functions, hazard identification, accident-investigation procedures, and site inspections provided by the Safety Director.

Other advanced training may be provided to committee members as authorized by the CEO with input from the Safety Director. Advanced training may include, but is not limited to, Fall Protection Train-the-trainer, CPR/First Aid Instructor, Hazard Communication, Incident Investigation, OSHA 30, etc.

ATTENDANCE AND ALTERNATES

Each representative will attend regularly scheduled committee meetings and participate in workplace inspections and other committee activities. Any representative unable to attend a meeting will appoint an alternate and inform the chair before the meeting. An alternate attending a meeting on behalf of a regular representative will be a voting representative for that meeting (if that member has voting privileges).

AGENDA

The agenda (see attached template at the end of this document) will prescribe the order in which the committee conducts its business. The agenda will also include the following when applicable:



- Review any “old business” not completed during the last meeting
- Review of new safety and health concerns
- A status report of employee health and safety concerns under review or in progress
- Review of all workplace near misses, incidents, or illnesses occurring since the last committee meeting
- A general safety report prepared by the Safety Director

MEETING MINUTES

Minutes will be recorded at each committee meeting and distributed to all committee members within 3 business days after the meeting. The committee will submit a copy of the minutes to the Safety Director. The Safety Director will retain the copy for 3 years. The minutes will include all reports, evaluations, and recommendations of the committee. The minutes will also identify representatives who attended and representatives who were absent.

VOTING QUORUM

Fifty percent of voting representatives constitute a quorum; a majority vote of attending representatives is required to approve all safety-committee decisions. The committee will forward issues not resolved by majority vote to the Chair for resolution.

EMPLOYEE INVOLVEMENT

The committee will encourage employees to identify workplace health and safety hazards. Employees can present concerns in writing or in person to a committee member. The committee shall address serious and life-threatening issues immediately and review all new concerns at the next regularly scheduled meeting. The committee shall respond to all employee concerns in writing and include the response in the meeting minutes.



Safety Committee Meeting Agenda

Date:

Time:

Location:

1. Call the meeting to order
2. Old business
 - a. Action item (subcommittee/person responsible)
 - i. Project plan
 - ii. Timeline (expected completion date)
 - b. Item (subcommittee/person responsible)
 - c. Item (subcommittee/person responsible)
3. New business
 - a. Action item
 - i. Project plan
 - ii. Timeline (expected completion date)
 - iii. Assign to subcommittee – person responsible
 - b. Item (subcommittee/person responsible)
 - c. Item (subcommittee/person responsible)
4. Review of injuries/incidents
 - a. Review injuries
 - b. Review near misses
 - c. Item (subcommittee/person responsible)
5. Next meeting date and time
6. Future project list (items waiting for prioritization – if there are many items, create a separate list)

Members: (list names)

Attendees:



Safety Committee Meeting Minutes

Date, time, and location:

Members present:

1. Call the meeting to order.
2. Subcommittee reports
 - a. Subcommittee (Chair)
3. Old Business
 - a. Item (subcommittee/person responsible)
 - i. Discussion:
 - b. Item (subcommittee/person responsible)
 - i. Discussion:
4. New Business
 - a. Item (subcommittee/person responsible)
 - i. Discussion:
 - b. Item (subcommittee/person responsible)
 - i. Discussion:
5. Review of injuries/incidents
 - a. Item (subcommittee/person responsible)
 - i. Discussion:
6. Parking lot
7. Priority list
8. Next meeting date and time



Safety Committee Recommendation

Recommendation project coordinator: _____ Date submitted: _____

Summary

(Provide a short, 150 word or less, summary of the safety committee recommendation. Include alternate recommendations if considered and why you ultimately chose this recommendation. Adding pictures may be helpful.)

Cost-benefit analysis

(Explain the cost-benefit analysis of this project. Benefits may include the reduced number of injuries multiplied by the cost per injury, decreases in lost time from work and reduction in workers' compensation premiums among others. You can use the [OSHA Safety Pays Program Calculator](#) for help estimating costs.)

Implementation Plan

(Explain how this recommendation would be implemented, including a communication plan)

Expected outcomes of project

(Provide the specific outcomes you are expecting from this project. Outcomes can include things like a decrease in injury frequency, reduction in errors, increased efficiency and higher productivity.)

Routing of recommendation to leadership

- CEO Chris Good
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Leadership acceptance or alternate solution comments

Date of leadership response: _____

(Provide short comment on acceptance or alternate solution and why.)

If proposal is Implemented:

Implementation date: _____

Date communicated to staff: _____

How this was communicated: _____