

# Safety and Health Council Charter

---

## Purpose:

The overall goal of the Safety and Health Council (S&HC) is to promote safety in the workplace through educational opportunities, construction safety information, OSHA/OR-OSHA/DOSH/MSHA and other regulatory and legislative direction, and support of safety awards programs and recognition for Oregon-Columbia Chapter members.

## Council Leadership:

The chair of the council serves for one year. The Steering Committee elects a vice chair when the current vice chair moves into the chair position. The chair of the S&HC is expected to attend S&HC functions throughout the year. This position holds a board position as council director on the chapter board of directors and is expected to attend those meetings held throughout the year. The council will have a dedicated AGC staff liaison, director liaison, and administrative support. The officer liaison is appointed by the board of directors.

<b>Council Leadership</b> <b>Chair:</b> Amanda Davies, EC Company <b>Vice Chair:</b> Meagan Lunday, Western Partitions Inc.  <b>Officer Liaison:</b> Greg Morrill, Bergerson Construction, Inc.	<b>AGC Director Liaison</b> Alden Strealy, <a href="mailto:aldens@agc-oregon.org">aldens@agc-oregon.org</a> <b>AGC Staff Liaison</b> Mark Spring, <a href="mailto:marks@agc-oregon.org">marks@agc-oregon.org</a>
<b>Meeting Frequency:</b> Bi-monthly <b>Events Frequency:</b> At least quarterly	<b>How to Get Involved</b> Open to all chapter members with an interest in safety issues

## Objectives

---

- Provide a forum for relevant discussions on safety and health topics affecting members.
- Provide educational opportunities on safety and health to the Oregon-Columbia Chapter, leveraging partners and external resources.
- Increase safety and health awareness in the chapter.
- Identify and respond to industry safety and health issues, both internally and externally.
- Provide opportunities for dialogue between the S&HC and government agencies, including Oregon OSHA, the Mine Safety and Health Administration, and OSHA.
- Disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA).
- Inform membership of safety and health legislative issues impacting the construction industry each year, what we are doing, and how they can help or get involved.

## **Roles and Responsibilities of S&HC Chair**

---

- Establish a schedule for S&HC meetings.
- Create the agenda topics and coordinate speakers and guests.
- Facilitate S&HC meetings in a timely and efficient manner.
- Disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA).
- Provide recommendations for the selection of the keynote speaker for the Safety Awards Luncheon at the Annual Business Meeting.
- Assist as needed in the safety awards presentation at the Safety Awards Luncheon.
- Submit all expenditure requests to the AGC director of Safety Services for review.

## **Roles and Responsibilities of S&HC Vice Chair**

---

- Assist the chair in establishing a schedule for the S&HC meetings.
- Assist the chair in creating the agenda topics and coordinating with speakers and guests.
- Facilitate S&HC meetings in a timely and efficient manner if the chair is unable to.
- Assist chair to disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA).
- Work with the chair to provide recommendations for selecting the keynote speaker for the Safety Awards Luncheon at the Annual Business Meeting.
- Assist as needed in the safety awards presentation at the Safety Awards Luncheon.

## **Roles and Responsibilities of AGC Staff Liaison**

---

- Communicate relevant topics from Construction Advisory Committee meetings to meeting attendees.
- Assist the chair/vice chair in creating agenda topics and coordinating speakers and guests.
- Assist the chair/vice chair in disseminating information and encouraging participation in AGC award and recognition programs (PRIDE, ROSE, CSEA).
- Be the primary contact and coordinator for the AGC administrative support person to ensure all S&HC administrative functions are accomplished.

# **Roles and Responsibilities of AGC Administrative Support**

---

- Format and distribute flyers and agendas to all attendees for S&HC meetings.
- Keep S&HC meeting and event information updated on the AGC website and distribute S&HC reminders before the meeting/event.
- Set up the meeting room, create copies of handouts, and facilitate food and beverage needs.
- Record meeting discussions and create meeting minutes. Send minutes to the chair, vice chair, and AGC staff liaison for review. Reconcile, distribute, then store on AGC network.
- Clean up and return the meeting room to its pre-meeting condition.
- Coordinate and schedule meeting rooms to accommodate planned meeting dates.

## **Roles and Responsibilities of AGC Director of Safety Services**

---

- Provide support and guidance for the chair, vice chair, AGC staff liaison, and administrative support.
- Review all requests for expenditures. Responsible for managing the S&HC budget.
- Approve and coordinate the keynote speaker for the Safety Awards Luncheon at the Annual Business Meeting.
- Be the conduit for information between the AGC officer liaison and the S&HC.

## **Roles and Responsibilities of AGC Officer Liaison**

---

- Provide support and direction for S&HC.
- Keep AGC Board of Directors informed of S&HC actions.
- Provide information to the AGC director of Safety Services on any feedback regarding the S&HC from the AGC Board of Directors.
- Be the S&HC advocate at AGC officer events.