

## APPENDIX X

OCCUPATIONAL, SAFETY AND HEALTH  
ADVISORY COMMITTEES

1. This Appendix provides guidance for formation of Occupational Safety and Health Committees in compliance with AR 385-10 and Executive Order 12196, 26 Feb 1980. It is effective 1 July 1980. The EO was published in the Federal Register Vol. 45, No. 40, 27 Feb 80.
2. Each District in which employees do not have access to representatives of a regularly appointed safety and health committee will establish such a committee prior to 1 July 1980. Membership on this committee shall be comprised of representatives of management and an EQUAL number of non-management employees or their representatives. The Chief of the SOHO will coordinate with the Labor and Employee Relations Officer, Office of Personnel, to assure that selection of representatives for the committee is consistent with EO 12196 and other pertinent laws, orders or regulations.
3. After coordinating with the Labor and Employee Relations Officer for the selection of non-management employees to serve on the committee, the Chief, SOHO should prepare orders, for the District Commander's signature, appointing an equal number of representatives from management as committee members.
4. The Chief, SOHO should also draft the charter establishing the District's committee. The charter should identify the committee's functions and emphasize that the committee's responsibility is to review accident experience and suggest countermeasures for implementation only. Grievances, etc., are not considered to be a function of the group. Nor is it to be considered as a body that will relieve the Chief, SOHO of his responsibilities regarding establishing policy, managing the District's safety program, etc., rather it will assist the Chief, SOHO by suggesting measures for improving the safety program.
5. The following guidelines will be followed in developing the charter for the committee:
  - a. The committee will be chaired by the District Commander or in his absence the Deputy District Commander.
  - b. The Chief, SOHO will serve on the committee as technical advisor only.
  - c. The committee should hold its meetings at least annually.
  - d. The Secretary should prepare, coordinate and distribute an agenda to each member prior to each meeting.
  - e. The Secretary should prepare minutes of each meeting and distribute copies to each member immediately following the meetings.
6. Committees are required to be established at Command Headquarters only, but are not prohibited at other locations in the Districts.