

**Marine Corps Logistics Command
Headquarters**

Executive Safety Council

CHARTER

May, 2011



**THE MARINE CORPS TAKES CARE OF ITS OWN.
NO MARINE, CIVILIAN MARINE OR
CONTRACTOR WILL BE LEFT BEHIND!**

**CHARTER FOR THE
LOGCOM HEADQUARTERS
EXECUTIVE SAFETY COUNCIL**

1. **Purpose.** This Charter establishes the LOGCOM Headquarters Executive Safety Council. This Charter supersedes the previous Charter of January, 2011 that established and chartered the Marine Corps Logistics Command Headquarters (LOGCOM HQ) Voluntary Protection Programs (VPP) Executive Steering Committee (ESC). Having recognized the need for both a VPP ESC and a LOGCOM HQ Safety Committee it has been determined that both the VPP initiative and LOGCOM HQ will be better served by establishing an Executive Safety Council (ESC) that will serve in place of both Committees. The purpose of the ESC is to identify, define and assess issues, problems and needs, and recommend corrective measures on safety hazards and issues that can have direct effect on readiness and safety of personnel. This effort provides the commander with sound recommendations to develop new or revised policies, procedures and practices to improve the Occupational Safety and Health (OSH) Program. The arrival of this determination has taken into careful consideration current limited manning resources, an austere funding environment, and compliance requirements, all of which contribute to this reasoning and conclusion.

2. **Background.** In accordance with DoD Instruction 6055.1, Department of Defense Safety and Occupational Health (SOH) Program, each command shall establish a safety council and committees that provide the opportunity for various groups and individuals to express their viewpoints and interests on safety issues. In addition, in 2003 the Department of Defense embraced the Occupational Safety and Health Administration (OSHA) VPP to help elevate its Safety and Health Management Systems (SHMS) to a higher level. VPP requires a strong partnership between management, union, labor and OSHA. Our vision is to be recognized by OSHA as having an exemplary SHMS that goes above and beyond mere compliance and includes a strong management commitment and employee involvement. The mission of the LOGCOM HQ ESC is to oversee, manage and guide the overall LOGCOM HQ SHMS and the VPP initiative. The ESC's focus will be on all elements of safety and health management as well as regulatory compliance. This includes management and union

commitment, employee involvement, worksite analysis, hazard prevention and controls, and safety and health training.

3. Functions. The ESC has three basic functions:

- 3.1 To provide program assistance to the commander, including proposing policy and program objectives and recommendations.
- 3.2 Create and maintain an active interest in OSH
- 3.3 Serve as a means of communication regarding OSH.

The ESC will lead, guide, and direct LOGCOM SHMS and LOGCOM VPP initiative as well as supporting compliance related issues as required and directed by NAVMC DIR 5100.8, MCO 5100.8, MCO 5100.29A, MCO P5102.1B, MARCORLOGCOMO 5100.8, and Federal OSHA CFR 1960 Subpart F.

4. Membership. The ESC will be comprised of Executive Office Commanders, Marine Corps Logistics Base Commander, Executive Deputy, Chief of Staff, Center Directors, VPP Director, and Union Representative or their appointed Representative.

	<u>Functional Position</u>
Exec Office	Commanding General
Exec Office	Executive Deputy
COS	Chief of Staff
MCLB	Base Commander
C4	Director
CCO	Director
Command Inspector	Director
Contracts	Director
DMC	Director
IE&S	Director
LCC	Director
LOC	Director
LWDO	Director
MMC	Director
Manpower	Director
P&R	Director
PSC	Director
SMC	Director
SBPO	Director
Union, Local 2317	President, AFGE

BIC	Director
MCB	Director
MCA	Director
VPP	Director

5. Roles and Responsibilities. The ESC responsibilities shall include, but shall not be limited to, the following:

- 5.1 Set a strong example thru leadership and promotion of safe practices and ideals.
- 5.2 Provide guidance and direction on the overall communications, public relations, and distribution of information regarding safety and accident prevention throughout LOGCOM.
- 5.3 Evaluate and ensure safety and health management policies and procedures are effectively deployed across LOGCOM.
- 5.4 Identify opportunities for improvement as well as illustrate problems, weaknesses, or inconsistencies with the LOGCOM safety and health management system.
- 5.5 Oversee, guide, and advise on the VPP initiative.
- 5.6 Provide consulting and coordinating assistance to Core Teams and other similar committees/groups regarding SHMS and VPP implementation.
- 5.7 Facilitate communication among all organizations regarding SHMS and VPP.
- 5.8 Provide a focal point for discussion of policy and guidance that supports SHMS and VPP.
- 5.9 Recommend informational updates and decisions to the VPP Office and other committees as established.
- 5.10 Accomplish a variety of work activities such as the participation in assessments, audits, investigations, training activities, and the Passport Program and encouraging other LOGCOM employees to do the same
- 5.11 Prepare, publish and archive minutes of the council.
- 5.12 Serves as Safe Driving Council, Operational Risk Management Program over-site meeting, and Ergonomics Committee Meeting.
- 5.13 Ensure current safety information is uploaded to the DASHBOARD weekly.

6. **Frequency of Meetings.** The ESC will meet no less than quarterly. The ESC may also be called into session at the request of any ESC Member to meet any special needs of the SHMS and VPP mission goals.

6.1 **Administration.** A secretary will be appointed to handle the administrative requirements of the ESC.

6.2 **Agenda.** Each meeting will follow the given format and be tasked via SharePoint by the ESC appointed Secretary to all ESC members no less than 5 days prior to each meeting.

6.2.1 Chairs, Co-Chairs and Members may nominate agenda items in the following format:

6.2.1.1 A. Topic

6.2.1.2 B. Discussion

6.2.1.3 C. Recommendation

(Each topic to be discussed during set meeting)

6.2.2 The Co-Chairs will review and approve the agenda up to 3 days prior to set meeting date.

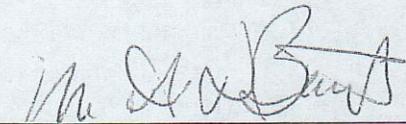
6.2.3 A Goals List of things to do before the next scheduled meeting will be tasked via SharePoint no later than 5 business days after the current meeting.

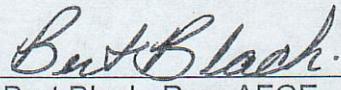
6.3 **Presentations.** Progress reports as well as new issues presented to the ESC will be formatted and congruent within LOGCOM Standards. Briefings should be limited to a maximum of 3 slides per topic. Co-Chairs may approve exceptions. Briefings and read-ahead materials will be distributed by the ESC appointed secretary via SharePoint to members prior to the meeting. (Refer to 6.2.1)

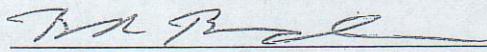
6.4 **Minutes.** Inputs and information for incorporation into the minutes will be provided by each briefer within two working days after the meeting. The Secretary will consolidate the inputs and distribute copies via email for the members to read.

7. **Effective Date and Approval of Charter.**

This Charter and any amendments thereto become effective immediately upon the signature of the VPP ESC Co-Chairs.

Approved by:  7/1/2011
Michael D. Basnight, Dir IE&S Date

Approved by:  7/1/2011
Bert Black, Pres AFGE Date

Approved by:  _____
Col B. Braden, COS Date

Approved by:  _____
J. A. Kessler, MAJ GEN Date