



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERPE-S

5 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Charter for the 21st Theater Support Command Safety and Occupational Health Advisory Council

1. References:

a. Public Law 91-596, The Occupational Safety and Health Act of 1970.

b. Executive Order 12196, Occupational Safety and Health Programs for Federal Employees.

c. 29 CFR 1960, Elements of Federal Employee Occupational Safety and Health Programs Subpart F, Occupational Safety and Health Committees.

d. Department of Defense (DOD) Instruction 6055.1, DOD Occupational Safety and Health Program.

e. AR 385-10, The Army Safety Program.

2. Article I - Name: The council shall be designated the 21st Theater Support Command Safety and Occupational Health Advisory Council.

3. Article II - Purpose: The purpose of the council shall be to execute the council functions IAW 29 CFR 1960 and AR 385-10 to include:

a. Advise the Commanding General on all matters pertaining to safety and occupational health within the 21st Theater Support Command (TSC).

b. Review accident statistics and survey/inspection results of units/facilities/operations to identify trends that could potentially cause needless loss of 21st TSC assets.

AERPE-S

SUBJECT: Charter for the 21st Theater Support Command Safety and Occupational Health Advisory Council

c. Accept, review and/or resolve safety and health issues from brigade, battalion and separate company or facility safety councils that cannot be resolved within the normal chain of command.

d. To solicit and develop ideas or methods for improving the 21st TSC Force Protection (Safety and Occupational Health) Programs.

4. Article III - Membership:

a. Section I - Membership: The council shall be appointed by the Commanding General and be composed of the following positions:

- (1) Commanding General (CG) - Chairman
- (2) Deputy Commanding General (DCG) - Vice Chairman
- (3) Chief of Staff (CofS) - Member
- (4) Command Sergeant Major (CSM) - Member
- (5) Assistant Chief of Staff, Personnel (G1) - Member/Facilitator
- (6) Assistant Chief of Staff, (G3) - Member
- (7) Assistant Chief of Staff, Logistics, (G4) - Member
- (8) 21st TSC Comptroller - Member
- (9) 21st TSC Safety Director - Recorder
- (10) Works Council Representative - Member
- (11) Commander, 21st TSC TSB - Member
- (12) Commander, 1st TMCA - Member
- (13) Commander, 29th SG - Member

AERPE-S

SUBJECT: Charter for the 21st Theater Support Command Safety and Occupational Health Advisory Council

(14) Commander, 37th TRANSCOM - Member

(15) Commander, 200th MMC - Member

(16) General Manager, GSC-E - Member

(17) Occupational Health Nurse Consult, US Army Center for Health Promotion and Preventative Medicine, Europe - Advisor

(18) Industrial Hygiene Consult, US Army Center for Health Promotion and Preventative Medicine, Europe - Advisor

(19) 26th ASG Safety Representative - Advisor

b. Section II - Member Training: Training or orientation of the council members IAW 29 CFR 1960.58 may be provided to council members upon appointment to the council as deemed necessary by the Chairman.

5. Article IV - Meetings:

a. Section I - The council shall meet at the call of the Chairman at least quarterly. The agenda for meetings will be set in advance by the chairman based on input from council members or issues submitted from units/facilities/directorates. It is recommended that safety managers/representatives from the brigades and from the TSB attend the meetings as advisors. Meetings will generally adhere to the following format:

(1) Call to Order/Opening Remarks - Chairman

(2) Old Business - Issues addressed by assigned action officers

(3) Review of accident statistics, survey reports, and hazard abatement plans

AERPE-S

SUBJECT: Charter for the 21st Theater Support Command Safety and Occupational Health Advisory Council

(4) New Business - Introduction of new issues and action officer assignments

(5) Open Forum (training issues, information exchange, etc.)

(6) Closing Remarks/Review of action assignments and suspenses - Chairman

b. Section II - Meeting Minutes: Minutes will be recorded and distributed to units/facilities/directorates and to each council member by the recorder. A copy of the minutes will be provided to United States Army Europe Safety Office IAW AR 385-10.

c. Section III - Meeting Attendance: Attendance is required of all appointed members. Others may attend and/or may be invited to attend to address specific issues. Members who are unable to attend meetings must send a designated representative who is fully conversant in the absentee's area of responsibility.

6. Article V - Administration:

a. Section I - Administration: The council shall operate under the general guidance of the 21st TSC Commanding General. Preparation for meetings and follow-on actions will be conducted IAW the enclosed addendum.

b. Section II - Sub-Committees: The Chairman shall have broad latitude to call special meetings, appoint sub-committees, select sub-committee chair persons to study issues, make recommendations and take appropriate actions deemed necessary to accomplish assigned tasks. Unless designated as a "standing sub-committee" by the Chairman, all committees will be dissolved upon completion of assigned tasks as determined by the Chairman.

c. Section III - Recorder: The 21st TSC Safety Director will be designated as the recorder who will record, maintain and distribute meeting minutes IAW established regulations and guidance from the Chairman. The recorder will also be charged with arranging meeting facilities and meeting agendas.

AERPE-S

SUBJECT: Charter for the 21st Theater Support Command Safety and Occupational Health Advisory Council

7. Article VI- Reports:

a. Section I - Reports at Stated Meetings: The Chairman will appoint specific council members to provide reports in areas dealing with occupational safety and health program issues. These areas may include training, awards, occupational health, personnel etc.

b. Section II - Sub-Committee Reports: Sub-Committee Chairmen shall furnish written reports of findings and recommendations to the Chairman as directed. The Sub-Committee Chairmen will also be prepared to present findings and recommendations at the next scheduled meeting.

8. Article VII - Amendments:

a. Charter amendments may be accomplished by a majority consensus of appointed members.

b. This charter for the 21st Theater Support Command Occupational Safety and Health Council is approved this date:

_____.

9. The point of contact for this memorandum is Mr. Judge, 484-7317.

10. FIRST IN SUPPORT!

Encl


BENNIE E. WILLIAMS
Major General, USA
Commanding

DISTRIBUTION:

A (21st TSC Circular 25-30)

ADDENDUM - SAOHAC Charter

Meeting Dates:

<u>QTR</u>	<u>Months</u>	<u>Meeting Date</u>
1st QTR	Oct-Dec	mid February
2d QTR	Jan-Mar	mid May
3d QTR	Apr-Jun	mid Aug
4th QTR	Jul-Sep	mid Nov

Actions/Timelines:

Meeting minutes will be published with actions assigned to individuals, for accountability

New item timelines on assigned actions are due to Safety Office 2 weeks after meeting

Safety will follow-up (telephonically) on assigned actions twice monthly

New business topics will be solicited 6 weeks prior to meeting

Written action item summary status is due to Safety 3 weeks prior to meeting

Safety professional roundtable will meet 2 weeks prior to meeting

Safety will pre-brief chairman on meeting agenda, status of open items, and new business 1 week prior to meeting

Safety will publish the agenda for meetings via e-mail 1 week in advance (after pre-briefing the chairman), incorporating new business topics and summary status of action items