



JOINT GOVERNANCE STRUCTURE; NATIONAL JOINT COMMITTEE ON HEALTH AND SAFETY (NJCHS)

PREAMBLE

This is a living document that may only be changed by consensus of the UAW-Ford National Joint Committee on Health and Safety, with guidance and direction from the UAW National Ford Department and Ford Occupational Health and Safety.

MISSION

The mission of the National Joint Committee on Health and Safety is to provide a healthy and safe work environment for all U.S. employees. We will partner with and support front-line operations in their quest to deliver safe work practices and conditions.

PURPOSE

1. To support the Safety Operating System (S.O.S.) in their efforts to foster a culture and environment of leadership commitment and involvement in matters affecting the health and safety of employees.
2. To support OHS staff and UAW-Ford operations support (servicing and regional safety and security managers.)
3. To help standardize safety principles, standards, procedures and practices across the business.
4. To implement the provisions of the UAW-Ford Collective Bargaining Agreement with respect to protecting employee health and safety, including Appendix "S", Article VI, Section 8, Article X, Section 4, Letters of Understanding, and all other matters properly put before the NJCHS for review.
5. To develop, recommend, update and provide programs and training that help protect employees from injury and illness.
6. To support the operation of the Manufacturing Safety Council

NJCHS Monthly Meeting

ACTIVE MEMBERS

UAW Co-Chair, NJCHS
 UAW International Representatives, NJCHS
 UAW Assistant Director
 UAW Servicing Representatives

Company Co-Chair, NJCHS
 Ford Safety Engineers, NJCHS
 Director, Occupational Health and Safety
 Managers, Occupational Health and Safety
 Regional Safety and Security Managers

RESOURCE MEMBERS

Subject Matter Experts, as appropriate
 Program Services Representative, PA II,
 Secretary, Word Processor



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OVERALL GOVERNANCE STRUCTURE

Manufacturing Operating Committee - Monthly		
Manufacturing Safety Council - Monthly		
UAW-Ford NJCHS Business Plan Review - Monthly	Ford Customer Services SPRB - Semi-Annual	Ford Land Research/Research & Engineering SPRB - Quarterly
Local Facility Safety Process Review Boards - Monthly		

ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES OF THE CO-CHAIRS:

- Ensure adequate resources at the NJCHS to implement the provisions of the Collective Bargaining Agreement with respect to health and safety
- Provide the strategic plan and individual objectives to the active NJCHS members
- Monitor the performance of the representatives and engineers assigned to the NJCHS and their individual assignments
- Ensure the appropriate training and development of the representatives and engineers assigned to the NJCHS
- Provide input and feedback to the Manufacturing Operating Committee - and to be responsive to strategic direction from the Safety Operating System
- Develop and implement respective UAW work plans and Salaried Performance Objectives

ROLES AND RESPONSIBILITIES WITH RESPECT TO THE NATIONAL JOINT COMMITTEE ON HEALTH AND SAFETY:

- Overall responsibility to implement and support the provisions of the joint health and safety program as listed in the Collective Bargaining Agreement, in cooperation with Operations and Local Safety Process Review Boards
- Assist in the communication of health and safety objectives and strategies
- Provide tools, coaching and other support as appropriate to enable the implementation of health and safety objectives and strategies
- Monitor and support NJCHS work plans

ROLES AND RESPONSIBILITIES WITH RESPECT TO OVERALL CONTRACT LANGUAGE AND NJCHS OPERATIONS:

- Supporting initiatives that reinforce:
 - Compliance and enforcement of safe behaviors
 - Effective and efficient delivery of health and safety training to employees
 - Expanding proactive designs of workplaces and methods that prevent or reduce the risk of injury and illness for workers



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ROLES AND RESPONSIBILITIES WITH RESPECT TO OVERALL CONTRACT LANGUAGE AND NJCHS OPERATIONS (CON'T):

- Monitoring the effectiveness of local plant Safety Process Review Boards
- Exploring the safe movement of PMHV and pedestrians in local facilities
- Improving the use of energy control and power lockout procedures
- Expanding the involvement of employees in the health and safety process
- Monitoring the effectiveness of safety controls for combustion and other high hazard systems
- Improving the safety of walking/working surfaces
- Coaching local facilities to ensure process adherence
- Sponsor, plan and execute joint training conferences for the benefit of facility-based health and safety personnel
- Oversee joint training and education, including development of new training materials and methods and maintaining existing training programs
- Evaluate health and safety research needs and recommend research methods
- Manage the Health and Safety Hotline

ROLES AND RESPONSIBILITIES WITH RESPECT TO THE MANUFACTURING SAFETY COUNCIL:

- Provide tools, coaching and other support to enable the implementation of health and safety objectives and strategies
- Provide the Manufacturing Safety Council the opportunity to recommend methods and timing to accomplish NJCHS objectives that impact manufacturing operations
- Provide resources to the Manufacturing Safety Council to enable incident investigations and facility surveys of corrective and diagnostic actions
- Provide joint input on health and safety objectives and strategy

ROLES AND RESPONSIBILITIES WITH RESPECT TO DIVISION AND FACILITY SAFETY PROCESS REVIEW

BOARDS:

- Overall responsibility to implement and support Health and Safety programs as listed in the Collective Bargaining Agreement through the Division and Facility Safety Process Review Boards
- Communicate objectives and agenda items for discussion at Division and Facility Safety Process Review Boards
- Accredite facility and division health and safety personnel in the Health and Safety Core Competencies
- Train and/or provide resources to enable the cascade of health and safety training programs to facility employees
- Facilitate the interpretation of Company and regulatory standards affecting the health and safety of employees
- Audit and coach local facilities compliance to Company standards (SHARP)
- Provide support and training to local facility health and safety personnel

RESOURCE MEMBERS:

- Serve as subject matter experts, bringing expertise from staff or local levels
- Fulfill job responsibilities as specified under relevant contracts and policies



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PROGRAM SERVICES REPRESENTATIVE – NJCHS:

- Facilitate the design, development, and implementation of Health and Safety initiatives and programs
- Administer and monitor related training
- Maintain databases on program activities
- Develop surveys, research; prepare data/reports for the NJCHS
- Prepare communications to locations regarding training (e.g., call letters, guidelines, etc.)
- Develop JGB funding requests for related initiatives
- Serve as a liaison/interface with vendors providing program development, implementation and evaluation efforts for Health and Safety
- Develop requests for proposals/bids, receive and analyze bids from vendors, and arrange/attend bidder meetings
- Coordinate and monitor vendor activity
- Monitor and facilitate the payment of invoices on behalf of the NJCHS
- Develop and monitor vendor contracts
- Develop and monitor NJCHS budgets
- Inform assigned UAW-Ford Representatives of implementation issues, events, or actions which could hinder or help program delivery
- Develop training conference agendas, presentations and coordinate speakers
- Coordinate and update National NJCHS Charter
- Maintain and update program website, in conjunction with UAW and Ford H&S Reps and the IT team
- Serve as backup administrator to Hotline calls

PROGRAM ASSISTANT II - NJCHS

- Call bids for repeat business using NPC 3-bid process
- Coordinates NJCHS conference and replacement training events, as assigned
- Administer and coordinate NJCHS Instructors for Replacement training at NPC and on-site at plants
- Prepare training-related communications to locations, as required
- Administer and monitor the Hotline process
- Monitors and maintain NJCHS training material inventory including reprints, reorders, digitizing and archiving, and rendering certain materials obsolete
- Develop request for proposals/bids, receive and analyze bids from vendors, and arrange/attend bidder meetings, as assigned
- Coordinates and monitor vendor activity, budgets, and contracts in the course of project development
- Inform assigned UAW-Ford Representatives of implementation issues, events, or actions which could hinder or help program development and delivery
- Support preparation of repeat contracts, funding invoice processing, and event planning, as assigned
- Draft, review, script, edit, update business communications, training materials and reorders in the process of project development, as assigned
- Administer and monitor the Health and Safety Video Library
- Develop and implement Health and Safety programs and related training, as assigned

SECRETARY - NJCHS

- Prepare and type correspondence, reports, forms, etc. and proofread documents for proper grammatical usage and spelling, making corrections as necessary
- Establishes and maintains logs and other forms of tracking to follow up on various correspondence, reports and forms
- Maintains the NJCHS Calendar of Events
- Maintains lists of current assignments for NJCHS members
- Sets up and maintains meeting and travel schedules for designated personnel and advises of travel arrangements
- Establishes and maintains files of program activities



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- Compiles activity reports for NJCHS members
- Maintains distribution lists and contact information for people and organizations that interface with the NJCHS

WORD PROCESSOR - NJCHS

- Develop and design, on the PC Survey system, the Core Certification Exams for H&S Professionals in the field to be administered and retained by the UAW-Ford H&S Department
- Develop graphic design, layout and recreation of various H&S manuals to be printed in-house and posted on the website in .PDF format for use in the field
- Develop graphic design, layout and recreation of various H&S print materials to be done in-house
- Track and update H&S Representatives' certifications and generate reports as requested
- Coordinate registration, track attendance, and generate various reports and supporting documents for training and conferences
- Prepare various documents, reports and PowerPoint presentations as requested
- Perform and prepare any additional assignments/projects as directed (i.e., Excel spreadsheets, PowerPoint and Microsoft Word presentations)
- Prepare evaluations for training sessions/conferences which are entered and calculated in either Excel or the PC Survey system
- Analyze and compile statistical program data in various report forms including charts/graphs

PROCEDURES AND OPERATIONS

- Staff assignments will be aligned by Divisions/Operations – UAW and Ford (including all operations covered by the Master Agreement)
- A monthly Business Plan Review meeting will be held by the NJCHS
 - The meeting dates for the upcoming year will be established by the end of December of the prior year
 - Decisions will be made by consensus, unless otherwise indicated
 - Meetings will begin and end on time
 - Rescheduling meetings and additional meetings will be at the discretion of the Co-Chairs
 - Each meeting will follow a pre-established agenda
 - All electronic communication devices must be on vibrate mode. Members receiving calls are to leave the meeting during the call
 - All meeting minutes will be typed and maintained by the appropriate resource member
 - All active members are expected to attend and report out during the meeting on status relative to the NJCHS work plan and any initiative or issue matrices used
- **An NJCHS work plan matrix will be maintained, providing the status of activities:**
 - The basis for the work plan is the contractual commitments established in the collective bargaining process
 - Other assignments will be documented in issue matrices as directed by the Co-Chairs of the NJCHS
 - An accomplishment list will be constructed on a rolling basis and maintained by the NJCHS Secretary
- Participate in and support Health and Safety meetings
- Ensure capability to provide tools and coaching support
 - Develop and Implement personal skills development plans for NJCHS staff including H&S Core Competency
 - Track progress to personal skill development plans for the NJCHS staff



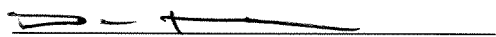
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- Systematically track performance of joint Health and Safety metrics and review progress toward objectives
- Major initiatives will be discussed using current state, desired state and gap analysis methodology and an action/work plan will be developed for each open issue
- All announcements, decisions and policies will be disseminated using policy deployment methodology
- The NJCHS Charter will be reviewed annually during the Fourth Quarter
- The Joint Governing Body (JGB) process will be followed for all funding requirements and requests
- All external NJCHS communications and committee support materials will be completed by the appropriate resource member
- All active NJCHS members will follow the established procedure for notifying the Co-Chairs of their daily schedules including travel, plant visits, and off-site meetings
- Develop bench procedures to standardize workflow process to achieve the NJCHS objectives



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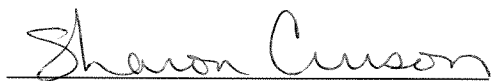
We, the undersigned, agree to follow this charter dated January 2010 with respect to the operation of the National Joint Committee on Health and Safety:


 D. G. Brooks, Assistant Director
 National Ford Department, UAW


 T. Boritzki
 UAW International Representative

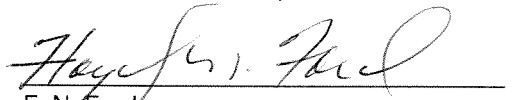

 L. Burnett
 UAW International Representative

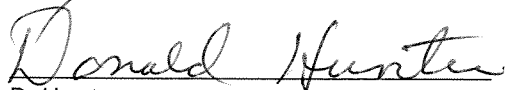

 C. Crump
 UAW International Representative

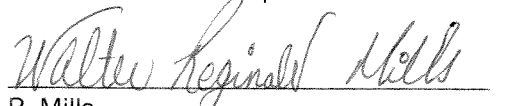

 S. Curson
 UAW International Representative

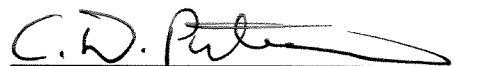

 F. DiGiorgio
 UAW International Representative


 J. Dunn
 UAW International Representative


 F. N. Ford
 UAW International Representative


 D. Hunter
 UAW International Representative


 R. Mills
 UAW International Representative


 C. D. Petersen
 Ford Co-Chair, NJCHS


 G. M. Stone
 Director, Occupational Health & Safety

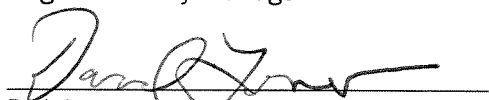

 H. M. Tarrant
 Manager, NA Safety/Security


 D. C. Brecht
 Manager, Global Safety

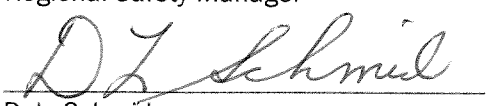

 T. J. Kendall
 Regional Safety Manager


 S. J. Knaak
 Regional Safety Manager


 J. F. Lawson
 Regional Safety Manager


 D. J. Lerner
 Safety Security & Fire


 T. Paradiso
 Regional Safety Manager


 D. L. Schmid
 Ford Safety Engineer



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D. Nolen
UAW International Representative

L. Shrader
UAW International Representative

C. Viscomi
UAW International Representative

D. R. Small
Safety Security & Fire

R. J. Smith
Ford Safety Engineer

M. Tramontozzi
Regional Safety Manager