

# ***Ameren/Contractor Safety Steering Committee Charter***

***Purpose*** This charter defines the authority, membership, duties, and responsibilities for the Ameren/Contractor Safety Steering Committee

The purpose of the Steering Committee is to identify, communicate, evaluate and capitalize on opportunities to create a safe working environment for employees of Ameren and the contractors working on its properties.

***Mission Of The Committee*** The Ameren/Contractor Steering Committee is committed to taking an industry leadership role in increasing safety awareness, developing common safety goals, addressing common safety issues and establishing safety as a core value.

***Scope and Focus*** The Steering/Committee will initially address the issues and opportunities identified at the first Ameren/Contractor forum in March 2005 as well as any other safety related issues that may arise.

Key areas to be addressed include but are not limited to:

- Identifying common safety issues across organizations (e.g., traffic control, PPE issues)
- Developing consistent safety metrics
- Evaluating training needs and opportunities
- Creating communication mechanisms between contractors and Ameren to share information about safety performance and best practices
- Explore opportunities labor/management collaboration in driving safety

***Expected Results*** **The committee will be successful when...**

- There is no longer a need for the committee- safety culture has changed
- There is an air of enthusiasm about safety – no complaining
- All employees are engaged around safety; they feel comfortable going to each other to discuss safety issues
- There is an awareness of enthusiasm about safety
- A solid measurement process is in place with short term and long term measures of success

#### **Measures of success**

- Decreased incident rate
- Safety information is shared across Ameren/Contractors (accidents, days since LWA)
- Development of proactive safety metrics for organizations (e.g., participant in JBO's, joint training, pre-task plans, job-site behaviors, scorecard measures)
- Timely resolution of issues identified by the team
- JBO's are tracked and results communicated across Ameren/Contractors

***Team Composition*** The Steering Committee will be comprised of representatives from the following groups: vegetation management, electric construction, civil site/general contractor, and specialty contractor.

The term of participation on the Ameren/Contractor Steering Committee is three years. Each team member may succeed himself/herself indefinitely. In the September/October meeting each year up to thirty percent of the Steering Committee maybe replaced, will attempt to rotate only one member from each "group" (construction, vegetation, others) at a time.

Subcommittees comprised of Steering Committee members and/or subject matter experts from Ameren or Contracting Companies will be utilized as needed to address issues and make recommendations to the Steering Committee. In cases where subcommittees are utilized, a Steering Committee will serve as sponsor of this committee and participate as needed.

***Decision-Making Process (For Committee)*** The Committee will make decisions by consensus. Affected parties will be consulted prior to making a decision. When consensus cannot be reached, a majority decision will be made.

Consensus is defined as a decision in which each member:

- Understands the decision.
- Has had a chance to express his or her concerns.
- States that he or she is willing to support the decision actively.

***Meeting Guidelines*** **Meeting Ground Rules**

- Active participation in discussions and decisions
- Support team decisions (decisions will be consensus unless otherwise appropriate)
- Be open and respectful of others' perspectives
- Openly share concerns
- Stay focused; ensure the committee stays on target and meets deadlines
- Be willing to reach consensus
- Leave the meeting with a clear idea of the next steps -- who will do what by when
- Begin and end meetings on time

**Meeting Procedures**

- Meetings will be scheduled as needed by members of the Steering Committee
- Meeting minutes will be available within 1 week of the meeting being held

***Roles and Responsibilities***

**Committee Responsibilities:**

- Define and prioritize opportunities/issues; make decisions/recommendations as appropriate or assign to a subcommittee for review and recommendation
- Ensure equal and active participation, collaboration and input from all members of the committee
- Provide ongoing communication to key stakeholders
- Ensure key stakeholders' interests and input are reflected in committee decisions and actions
- Review and update strategic plan annually (November meeting)

**Individual Responsibilities:**

- Staying informed: If unable to attend, members are responsible for reviewing notes from the meeting missed
- Solicit Feedback: Each member is responsible for soliciting feedback and input from his/her company and co-workers on issues addressed by the committee. Committee members may also be responsible for soliciting feedback and input from other organizations in their respective region and industry. Bring all input to the table whether you agree with it or not.
- Provide Communication: Each member is responsible for updating his company regarding the progress, decisions and direction of the committee
- Follow through with assigned "Action Items" within the designated timeframe.
- Timeframes for Action Items will be provided in the meeting minutes.