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# Labor Division

Labor Division Officers and Committee Handbook

## **FORWARD**

The National Safety Council Charter, Constitution and Bylaws, the Board of Directors Standards and Procedures, the Delegates Committee Standards and Operating Procedures and the Labor Division Operating Procedures guide the Labor Division. This Labor Division Officers and Committee Handbook is only a working guide for the members of the Division and does not supersede any of the above procedures. It is reviewed by the Executive Committee biannually (in odd years) and updates are presented to membership.

The handbook covers the organization of the Labor Division, its purpose, function, and relationship with other governing boards, committees and Divisions of the National Safety Council. Scope responsibilities of all committees are included in the Appendices.

### **ORGANIZATION OF THE NATIONAL SAFETY COUNCIL**

The National Safety Council is America's leading nonprofit safety advocate – and has been for over 100 years. As a mission-based organization, the Council focuses on eliminating the leading causes of preventable death so people can live their fullest lives. It focuses our efforts where we can make the greatest impact: workplace, roadway and impairment.

As a 501(c)(3) nonprofit, chartered by Congress, with local Chapters, global networks and more than 50,000 members, NSC relies on philanthropic funds to advance its mission to keep people safe from the workplace to anyplace.

### **THE REWARDS OF MEMBERSHIP IN THE NATIONAL SAFETY COUNCIL**

Research shows safer workplaces save money and increase productivity, but more importantly, they create a mindset that values safety. NSC starts at work – where people put everyday strategies in place to solve problems. The NSC gives its member companies resources workers can actually use around risks they are actually facing, or will be. NSC helps create a culture of safety to not only make people safer at work but also because it has the potential to make people safer beyond the workplace.

NSC member employees have access to an unparalleled network of safety leaders. We tap the expertise, talent and passion of the networks - like the Labor Division - to develop research and ready-to-use toolkits to help companies tackle important issues affecting their workers. Every one of the member organizations and strategic partners have one thing in common: a commitment to enable people to live their fullest lives.

### **LABOR DIVISION**

The Labor Division is one of four affinity-based Divisions within the National Safety Council, and is designed to meet the specific needs of the union-based membership, regardless of industry. The Labor Division works with other Divisions, governmental representatives and others who are concerned with safety, health and environmental issues affecting the labor force. Through active participation in 18 committees, Labor Division members benefit from the education and

networking opportunities and are directly involved in adding value to policy statements, programs, research and the National Safety Council's overall effectiveness in helping members prevent injuries and fatalities.

The Labor Division is not a place to discuss matters other than safety and health as is stated at the beginning of every meeting:

*“The Labor Division of the National Safety Council is a place where representatives of the various branches of labor can get together solely to discuss and share information concerning the safety and health of those we represent. To better carry out these objectives, any discussion of inter-union or intra-union matters other than safety and health will be ruled out of order.”*

## **MEMBERSHIP**

The membership of the Labor Division consists of representatives of international unions; national unions; local central Union bodies; local unions; trade councils and representatives of governmental departments, federal, state and provincial dealing with organized labor's interest in safety and health.

To be a member of the Labor Division you must belong to a labor union organization that is a member/affiliate of the National Safety Council or be a union employee of an employer that is a member of the National Safety Council. Governmental representatives, such as OSHA Labor Liaisons, are excepted from this requirement. No additional dues are required for membership in the Labor Division.

## **LABOR DIVISION COMMITTEES**

Labor Division Committees provide a forum for members to educate, network, develop labor-specific programs and exchange information on leading-edge topics in safety, health and the environment with other labor safety and health activists, advocates and professionals. Division members are encouraged to be a part of the professional- and special-interest Committees of their choosing, and are encouraged to participate in administrative committees.

Each Division member should participate directly on one committee in each category if possible. Descriptions of each committee can be found later in this handbook. If there is not sufficient balance to staff a committee, the Division Chair may either choose to put the Committee on hiatus or may appoint members to committees. Every effort will be made to consider preferences of the members, subject to sufficient balance to staff the committee.

Professional and special interest committees should consider relevant educational components as part of their agenda when possible. Committees may initiate new activities or services after a discussion in the Committee meeting and a presentation of recommendations to the Executive Committee of the Labor Division. Following Executive Committee approval, the National Safety Council management and Labor Division membership will be approached for authorization.

**Administrative Committees** (Appendix I)

Awards  
Community Service/Public Safety and Health  
Membership  
Operation Plan & Council Policies  
Program Planning  
Promotion of Training and Education in Safety and Health  
Welcoming

**Special Interest Committees** (Appendix II)

Ergonomics Safety and Health  
Government, Labor Agencies and Standards  
Occupational Driver Safety and Health  
Occupational and Environmental Health  
Senior Safety Advocates  
Troubled Worker Safety and Health

**Professional Interest Committees** (Appendix III)

Construction Safety and Health  
Industrial Safety and Health  
Maritime Industries Safety and Health  
Transportation Safety and Health  
Utilities Safety and Health

**Executive, Nominating and Special Committees** (Appendix IV)

The composition, scope and responsibilities of each of these committees are defined in the Labor Division Operating Procedures.

**DIVISION PROJECTS AND ACTIVITIES**

Working within the Labor Division or directly with the National Safety Council staff, members become invaluable resources not only to the National Safety Council, but also for themselves. Division members compile their own technical publications, serve as technical advisors and conduct research on evolving safety, health and environmental issues. They create educational and professional development training sessions. They are also a valuable link to other important and allied organizations.

These projects can be shared with the Labor Division community via the NSC Division webpage. Please contact [divisions@nsc.org](mailto:divisions@nsc.org) for more information on how to add something to the page.

**MEETINGS**

Division meetings provide professional networking, benchmarking and information exchange among labor's safety interested members worldwide. There are two meetings held virtually, in-

person or a combination thereof each year; one in conjunction with the annual NSC Safety Congress & Expo and the other is held in the spring.

The city for the Spring Meeting is recommended by the Chair of the Labor Division, confirmed by NSC, and is chosen based on appropriate hotel availability, other NSC events happening in the area, or other partner events. They are often hosted by one or more International, National or Local Unions.

## **AWARDS**

The Labor Division offers its own Safety Awards Program for recognizing and rewarding local unions and individual union members for outstanding safety and health performance. Individual Awards include Outstanding Service to Safety, Meritorious Service to Safety and the Presidents Letter. Organizational awards include the Award of Honor, Award of Merit, Award of Commendation and the President's Letter. These awards, along with a Volunteer Recognition Award for special consideration of service to the Division and presented by the Chair of the Division, are presented at the awards banquet during the fall meeting.

The most prestigious Labor Division award is the "Edward Egan Soldier of Safety Certificate" in honor of the late Ed Egan, a long-time member of the Labor Division. This certificate is presented each year at the spring meeting awards banquet.

The most prestigious individual award given by NSC is the Distinguished Service to Safety Award, presented at the opening session of the NSC Safety Congress & Expo. Nomination procedure for this and other NSC Awards can be found at [nsc.org/awards](http://nsc.org/awards).

## **OBJECTIVES AND ACTIVITIES**

As a leader in safety, the Labor Division promotes the following objectives:

- To partner with the National Safety Council and its audiences to promote intensive and continuing programs to affect significant reductions injuries and illnesses from the workplace to everyplace.
- To advise the National Safety Council of the Labor Division's opinions on various safety and health legislation and appropriations that may require testimony or statements from the Council.
- To encourage and cooperate in the development of adequate standards and codes and regulations by agencies charged with the duty of administering them.
- To help implement the real acceptance by all employers of their primary responsibility for safety and health. This means:
  - Employers should construct and maintain their place of employment so that safety and health is given equal importance with production
  - The place of employment, machines and equipment be provided with adequate engineering controls, safety devices and safeguards
  - When necessary, employers provide personal protective equipment that properly fits each worker and the job they are assigned

- Employers train workers in equipment use, safety hazards associated with the equipment or role, and institute a dynamic program of incident prevention and health education with trained personnel to accomplish that objective;
- Everything reasonably necessary will be done to protect the life, health and welfare of the employees.
- To encourage labor groups to recommend workers:
  - Use safe methods
  - Observe reasonable rules and procedures
  - Use all necessary safety and health devices, safeguards and personal protective devices
  - Do nothing to damage or in any way interfere with the operation of said devices
  - Cooperate with injury prevention and health programs of the employer
  - Do everything reasonably necessary to protect themselves and the life, health and welfare of their fellow workers.
- To acknowledge the right of the employee to safe and healthy working conditions.
- To urge international and national unions to include a complete safety and health policy as a part of each constitution.
- To encourage international and national unions to include programs for safety and health on the agenda of every convention.

### **Activities**

The Labor Division implements the aforementioned priorities in these ways:

- Organize, promote, and sponsor safety and health educational sessions training courses for furthering the practical understanding of injury and illness prevention by labor union officers and their members.
- Encourage national and international unions and their locals (, with the consent of their national organizations when required), to become members of the National Safety Council.
- Stimulate incident accident prevention activity by labor organizations at the international union, state and local central body and local union levels.
- Collect, correlate, publish and disseminate educational and informative data relative to injury and disease prevention and occupational health. The Labor Division recommends the use of appropriate National Safety Council publications when possible.
- Provide the National Safety Council with the Division's opinions regarding federal and state safety and health legislation, which may require Council testimony or statements.
- Encourage labor organizations to develop safety and health representatives and promote safety and health training opportunities for full or part-time officers, staff members, stewards and members of safety and health committees.
- Encourage voluntary coordination between all groups interested in safety and health in order to promote the most effective safety and health programs possible.
- Advise the National Safety Council of labor organization policies, objectives and programs, and invites support and cooperation.
- Sponsor, develops and conducts programs for the presentation and discussion of papers and data related to injury and illness prevention.

- Conduct, sponsor and encourage studies, research, and investigations pertaining to occupational health and incident accident prevention.

### **Executive Committee**

The Division Executive Committee shall consist of all active past Vice Presidents for the Labor Division, the current Vice President for the Division, Chair and Vice-Chair of the Division, active past Division Chairs, labor members of the Council's Board of Delegates and the Board of Directors, Division Committee Chairs and Vice-Chairs (having a voice but no vote). Votes without a quorum present will be non-binding. Details on the operations of the Executive Committee can be found in the Standards and Operating Procedures, Section 9.

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### **Division Officers**

The Division is guided by a Chair and a Vice-Chair, Secretary and Vice-President for the Division. The immediate past Chair shall serve as Secretary of the Division. Duties of the officers are explained in the Operating Procedures, Section 7.

# ***APPENDIX I***

## ***ADMINISTRATIVE COMMITTEES***

### **AWARDS COMMITTEE**

#### **COMPOSITION**

The Awards Committee should be composed of a chair and vice-chair and Division members representing various labor organizations who are interested in seeing that a fair and efficient awards and recognition program is conducted.

When possible, this committee should be staffed by members representing various categories of labor organizations, such as international unions, local unions, central bodies, governmental agencies, etc.

#### **SCOPE**

This committee ensures that the labor awards and recognition program is promoted, attractive and fair. The program must reward those labor organizations and individuals who are members in the NSC Labor Division and are doing outstanding work in the prevention of injuries and illnesses. The committee shall maintain a standard of judging which will guarantee the high prestige of the awards.

#### **RESPONSIBILITIES**

- Meet two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Contact all award recipients informing them that they have earned an award, that the recognition must not be held confidential until after the formal presentation ceremony, and ensure acceptance from the recipient or someone on their behalf.
- Maintain the program and procedures to allow for award availability for Division members.
- Obtain prior approval from the National Safety Council for any change in existing programs or new awards.
- Publicize and promote the award program to ensure participation
- Plan and participate in the award presentation during the fall meeting.

## **COMMUNITY SERVICE/PUBLIC SAFETY AND HEALTH**

### **COMPOSITION**

The Committee should be composed of a chair and vice-chair and Labor Division members representing a variety of Labor unions who are interested in off-the-job safety and health, i.e., public safety, fire safety, home safety, recreational practices, and driver improvement programs.

### **SCOPE**

This committee informs Labor that an off-the-job safety and health program should be developed and maintained to protect the health and welfare of members and their families. It should encourage all unions to become sponsoring agencies in the Defensive Driving Course (DDC) so this course can be provided to workers and their family members who drive.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.

## **MEMBERSHIP COMMITTEE**

### **COMPOSITION**

The Membership Committee should be composed of a chair and vice-chair and Labor Division members, representing various labor organizations, who are interested in promoting the Labor Division to non-member audiences.

The committee members should be familiar with the NSC member benefits of the Council or interested in learning about the services. They should also have a desire to increase the Labor membership of the National Safety Council Labor Division.

### **SCOPE**

This committee maintains current National Safety Council Labor membership lists, avoids cancellations, and attracts new members.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Keep a continuous record of the National Safety Council Labor membership and contact information.
- Review membership information materials and recommend updates.
- Recommend and participate in membership drives.
- Establish means of welcoming new members and advising them on how National Safety Council services can be utilized.

## **OPERATIONS PLAN AND COUNCIL POLICY**

### **COMPOSITION**

The Operations Plan and Council Policy Committee should be composed of a chair and vice-chair and Labor Division members who are interested in the operations of the Labor Division and how it interacts with the Council.

This committee reports to the Executive Committee

### **SCOPE**

The committee will review changes in the Labor Division Operating Procedures and Handbook biannually and review new programs or activities with Council staff to ensure alignment with Council mission and strategic plan.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Be responsible to review, develop and interpret Division Operating Procedures and process as required by the Division and NSC Boards for recommendation to the Executive Committee to enhance the effective conduct of Division activities.
- The Division Chairman will have discretion as to where the Committee will meet and be placed in the agenda.

## **PROGRAM PLANNING COMMITTEE**

### **COMPOSITION**

The Program Planning is composed of a chair and vice-chair and Division members, representing various labor organizations, including all committee chairs.

### **SCOPE**

The Program Planning Committee recommends the type and subject of the programs for educational programs for the Division and during committee presentations.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting, as well as virtual meetings as directed by the committee Chair.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Recommends topics and speakers to the chair for consideration.
- The Division Chair then coordinates with the Council and other committees to invite prospective speakers.
- The Division Chair will work with Council staff to coordinate the Division agenda. Speakers will work directly with Council staff to ensure proper audio/visual equipment is available.
- This committee shall schedule hosts and moderators for each speaker. Outgoing Program Planning Committee chair must be sure to pass on their complete files of correspondence and helpful suggestions to the incoming chair.

## **PROMOTION OF TRAINING AND EDUCATION IN SAFETY AND HEALTH**

### **COMPOSITION**

The Promotion of Training and Education in Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations with varied hazards, who are interested in promoting safety and health education for labor audiences. When possible, committee members should have competency in writing, editing, publicity and training experience.

### **SCOPE**

This committee conducts and sponsors safety and health training and education courses and publicizes these courses, as well as Division and committee meetings and activities. When relevant, this committee will coordinate educational offerings with the Program Planning Committee.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Publicize to the Division current labor safety and health training and education courses.
- Promote new labor safety and health training courses by assisting in making arrangements, teaching and reviewing text materials.
- Stimulate safety and health training and education in apprenticeship courses conducted by all organizations.

**APPENDIX II**  
**SPECIAL INTEREST COMMITTEES**

**ERGONOMICS SAFETY AND HEALTH COMMITTEE**

**COMPOSITION**

The Ergonomics Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations with varied hazards, who are interested in or familiar with ergonomics and the role ergonomics related considerations have in a safe and healthy workplace.

**SCOPE**

This committee is responsible for keeping the Division and Council labor members advised of existing ergonomics programs and techniques that are of interest to members of the Labor Division and its audiences.

**RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning ergonomics.

## **GOVERNMENT LABOR AGENCIES AND STANDARDS COMMITTEE**

### **COMPOSITION**

The Government Labor Agencies and Standards Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are interested in the development and operations of the safety and health activities of government and labor agencies and safety and health standards. The members should represent unions, state and local labor bodies, the U. S. Department of Labor and state labor departments.

### **SCOPE**

This committee is committed to the fair development of accurate and effective safety and health standards.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs on regulatory or government updates.
- Advise the National Safety Council as to how it may be of assistance in progressive development and improvement of safety and health activities within the government, private standard setting groups and labor agencies.
- Assist the National Safety Council in the development and strengthening of working relations (or relationships) with Labor Agencies
- Assist the Labor Division and National Safety Council with the latest development of and changes to Regulatory Safety and Health Standards.

## **OCCUPATIONAL DRIVER SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Occupational Driver Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are interested in promoting occupational driver safety programs. It shall also include representatives with other safety and health interests that are associated with occupational drivers.

### **SCOPE**

This committee is responsible for keeping the Division and Council labor members advised of developments in occupational driver safety programs, impairment, and safety technologies. Members of this committee are encouraged to participate in the NSC Transportation Safety Division and Commercial Vehicle/Fleet Section.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning driver health and safety.
- Promote the inclusion of occupational vehicle safety with regard to labor unions. Advise the Labor Division on issues in occupational motor vehicle safety & health.

## **OCCUPATIONAL AND ENVIRONMENTAL SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Occupational and Environmental Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in occupational and environmental health.

### **SCOPE**

This committee is responsible for keeping the Division and Council labor members advised of existing occupational and environmental health programs and issues that are of interest to labor and how items from these environments could affect workers health.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning occupational and environmental health issues.

## **SENIOR SAFETY ADVOCATES**

### **COMPOSITION**

The Senior Safety Advocate Committee (SSA Committee) will be composed of Honorary Life Members and any retired or senior Labor Division Members who have an interest in the SSA Committee.

All honorary and retired Division members shall have the right to hold office and vote on motions recommended by the SSA Committee only.

### **SCOPE**

The purpose and scope of the Senior Safety Advocate Committee shall serve as an open forum for the interest of safety and health issues affecting retired and senior citizens. This committee can, should they choose to do so, also help inform the Division on issues surrounding an aging workforce.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs connected to retiring and older workers.
- The Chair of the SSA Committee will attend the Executive Committee meeting but will not have a vote.
- SSA members will act as the voice of their senior or retiree groups to promote safety problems for discussion.

## **TROUBLED WORKERS SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Troubled Workers Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in issues such as impairment in the context of fitness for duty. Fitness for duty impairment issues such as, but not limited to, psychosocial hazards that include workplace harassment, workplace violence, mental health, psychological safety and substance abuse and use are to be considered in the work of this committee.

### **SCOPE**

This committee recognizes such impairment may come from a variety of sources, including but not limited to drug (prescription or illicit) and alcohol use and abuse, fatigue, psychosocial issues, mental health and psychological safety. It is concerned with the establishment, function and ongoing improvement of programs in unions and industry to address impairment resulting from substance abuse. It shall also be the business of the committee to work to establish and improve mental health and psychological safety programs while addressing impairment issues that result from workplace fatigue, harassment and violence. The committee will also work to ensure safety leaders understand the issues surrounding impairment as noted, or as may become part of the lexicon of the workplace in the future.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning troubled workers. Without being solicited by the Program Planning Committee, the committee may also suggest programs to the Program Planning Committee.

**APPENDIX III**  
**PROFESSIONAL COMMITTEES**

**CONSTRUCTION SAFETY AND HEALTH COMMITTEE**

**COMPOSITION**

The Construction Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in the building and construction trades.

**SCOPE**

The committee is responsible for monitoring, discussion and informing the full Labor Division of events and emerging safety issues in the construction industry safety and health field.

**RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning construction safety and health.

## **INDUSTRIAL SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Industrial Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in the general industrial settings.

### **SCOPE**

The committee is responsible for monitoring, discussion and informing the full Labor Division of events and emerging safety issues in general industry.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning industrial safety and health.

## **MARITIME INDUSTRIES SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Maritime Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in maritime activities.

### **SCOPE**

The committee is responsible for monitoring, discussion and informing the full Labor Division of events and emerging safety issues in the maritime industry.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs concerning maritime safety and health.

## **TRANSPORTATION SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Transportation Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in transportation activities. The committee shall try to include representatives from unions of airline, bus, maritime, railway, taxicab and trucking industries.

### **SCOPE**

The committee is responsible for monitoring, discussion and informing the full Labor Division of events and emerging safety issues in the transportation industry.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs related to transportation safety and health.

## **UTILITIES SAFETY AND HEALTH COMMITTEE**

### **COMPOSITION**

The Utilities Safety and Health Committee should be composed of a chair and vice-chair and Division members, representing various labor organizations, who are familiar with or interested in the utility industry.

### **SCOPE**

The committee is responsible for monitoring, discussion and informing the full Labor Division of events and emerging safety issues in the utility industry. It shall serve as an open forum for the interest of safety and health in the Utility industry, including gas, electric, communications, water and wastewater utilities. For those interested, it shall provide an open forum in all utility related construction and maintenance concerns for the exchange of information and ideas to improve safety for workers, their families and the public.

### **RESPONSIBILITIES**

- Meets two (2) times a year in alignment with each Division meeting.
- Provide an agenda to all committee members at each meeting.
- Prepare written minutes of each meeting for inclusion in the Division minutes.
- Assist the Program Planning Committee, when requested, with setting up programs related to utilities safety and health. Without being solicited by the Program Planning Committee, the committee may also suggest programs to the Program Planning Committee.

***APPENDIX IV  
STANDING COMMITTEES***

**Please see Section 9 of the bylaws for all responsibilities, composition and duties of the  
Executive and Nominating Committees**

**PROCEDURES FOR SUBMITTING RESOLUTIONS AND MOTIONS THAT REQUIRE ACTION**  
**BY LABOR DIVISION MEMBERS ONLY**

Resolution/Motion presented at Committee meeting and approved by committee.

Sent to Executive Committee for action.

Sent to Full Division Membership for approval, by majority vote.

Note: If a motion/resolution does not have to go to the National Safety Council Board of Directors, the 60 day notice is not necessary.