

Safety and Health Council Charter

Purpose:

The overall goal of the Safety and Health Council is to promote safety in the workplace through educational opportunities, construction safety information, OSHA/OR-OSHA/DOSH/MSHA and other regulatory and legislative direction, and support of safety awards programs and recognition for the Oregon-Columbia Chapter members.

Council Leadership:

The chair of the council serves for one year. The Steering Committee elects a vice chair when the current vice chair moves into the chair position. The chair of the Safety and Health Council is expected to attend council functions throughout the year. This position holds a board position as council director on the chapter board of directors and is expected to attend those meetings held throughout the year. The council will have a dedicated AGC staff liaison, director liaison, and administrative support. The officer liaison is appointed by the board of directors.

Council Leadership Chair: Royal Willard, J.E. Dunn Vice Chair: Amanda Davies, EC Company Officer Liaison: Greg Morrill, Bergerson Construction, Inc.	AGC Director Liaison Alden Strealay, aldens@agc-oregon.org AGC Staff Liaison Holt Andron, holta@agc-oregon.org Mark Spring, marks@agc-oregon.org (Mark Spring taking over in May 2025)
Meeting Frequency: Bi-monthly Events Frequency: At least quarterly	How to Get Involved Open to all chapter members with an interest in safety issues

Objectives

- Provide a forum for relevant discussions on safety and health topics affecting members
- Provide educational opportunities in safety and health to the Oregon-Columbia Chapter utilizing partners and outside resources
- Increase safety and health awareness in the chapter
- Identify and respond to industry safety and health issues—internally and externally
- Provide opportunities for dialog between the Safety and Health Council and government agencies, i.e.: Oregon OSHA, Mining Safety and Health Administration, OSHA, etc.
- Disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA)
- Inform membership of safety and health legislative issues impacting the construction industry each year—what we are doing and how they can help or get involved



Roles and Responsibilities of S&HC Chair

- Establish a schedule for the Safety and Health Council meetings
- Create the agenda topics and coordinate speakers and guests
- Facilitate Safety and Health Council meetings in a timely and efficient manner
- Disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA)
- Provide recommendations for selection of keynote speaker for the Safety Awards luncheon to be held at the Annual Business Meeting
- Assist as needed in safety awards presentation at Safety Awards Luncheon
- Submit all requests for expenditures to AGC director of Safety Services for review

Roles and Responsibilities of S&HC Vice Chair

- Assist chair to establish a schedule for the Safety and Health Council meetings
- Assist chair to create the agenda topics and coordinate speakers and guests
- Facilitate Safety and Health Council meetings in a timely and efficient manner in the event the chair is unable to
- Assist chair to disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA)
- Work with chair to provide recommendations for selection of keynote speaker for the Safety Awards luncheon to be held at the Annual Business Meeting
- Assist as needed in safety awards presentation at Safety Awards Luncheon

Roles and Responsibilities of AGC Staff Liaison

- Communicate relative topics from Construction Advisory Committee meetings to meeting attendees
- Assist chair / vice chair to create the agenda topics and coordinate speakers and guests
- Assist chair / vice chair to disseminate information and encourage participation in AGC award and recognition programs (PRIDE, ROSE, CSEA)
- Be primary contact and coordinator for the AGC administrative support person to ensure all S&HC administrative functions are accomplished.



Roles and Responsibilities of AGC Administrative Support

- Format and distribute flyer and agenda to all attendees for Safety and Health Council meetings
- Keep S&HC meeting and event information updated on the AGC website and distribute S&HC reminders prior to occurring
- Set up meeting room, create copies of handouts, and facilitate food and beverage needs
- Record meeting discussions and create meeting minutes. Send to chair, vice chair and AGC staff liaison for review. Reconcile, distribute, then store on AGC network
- Clean up and return meeting room to pre-meeting condition
- Coordinate and schedule meeting rooms to accommodate planned meeting dates

Roles and Responsibilities of AGC Director of Safety Services

- Provide support and guidance for chair, vice chair, AGC staff liaison and administrative support.
- Review all requests for expenditures. Responsible for managing Safety and Health Council budget
- Approve and coordinate keynote speaker for the Safety Awards luncheon to be held at the Annual Business Meeting
- Keep updated and be the conduit for information between the AGC officer liaison and the Safety and Health Council.

Roles and Responsibilities of AGC Officer Liaison

- Provide support and direction for Safety and Health Council
- Keep AGC Board of Directors informed of Safety and Health Council items
- Provide information to AGC director of Safety Services of any feedback regarding the Safety and Health Council from the AGC Board of Directors
- Be the advocate of the Safety and Health Council at AGC officer events.

