

Washington Construction Advisory Committee Guidelines

Overview

The Construction Advisory Committee (CAC), originally formed in 1986, is a forum for labor, business and the Washington State Department of Labor and Industries (L&I) Division of Occupational Safety and Health (DOSH) to collaboratively address worker safety and health matters that affect the construction industry. The CAC is a conduit for dialog on and dissemination of information relating to construction worker safety and health matters. The CAC helps produce educational products, provides input, and makes recommendations to DOSH on policy matters and program activities.

These guidelines are solely to provide operational guidance, role definition, and structure for certain decision-making.

Authority

The CAC is supported by and exists at the discretion of L&I DOSH. There is no entitlement to L&I funded travel reimbursement or pay implied to non-L&I participants by participation in this advisory capacity. The CAC is not a legislatively-mandated committee.

Purpose

The mission of the Washington State Construction Advisory Committee is to provide a forum where business, labor and government meet and work to discuss issues related to Washington's construction workplace health and safety challenges.

Functions

The Committee shall:

- Commit to working collaboratively with participation from business, labor, and government.
- Promote statewide advocacy for safer and more efficient worksites for Washington's contractors and their employees.
- Support and promote construction safety and health outreach efforts including construction safety day and the Governor's Industrial Safety and Health Conference.
- Review agenda materials and provide related input/data from their perspectives and constituents.
- Bring and/or respond to issues of interest or concern to DOSH.
- Form subcommittees and workgroups to address specific construction health and safety issues such as training, outreach, and review of DOSH rule development.
- Make recommendations to DOSH on safety and health policies, programs, rules and laws.

Structure

Committee

- The CAC will be chaired by L&I DOSH and will work in conjunction with four committee representatives; two from labor organizations and two from business. The Assistant Director (AD) of DOSH has appointed the Deputy Assistant Director, DOSH as the Chair of this committee.

Committee representative(s) nomination and appointment

- L&I DOSH will appoint committee representatives from nominations from recognized statewide labor organizations and from construction related businesses.
- Committee representatives will serve a term of two years. L&I DOSH may remove and replace committee representatives who are not fulfilling their duties.
- In case of a vacancy, L&I DOSH will ask for nominations from either labor or business.
- L&I DOSH will appoint two labor committee representatives.
- L&I DOSH will appoint two business committee representatives.
- At their discretion labor and business can request, in writing, removal of their committee representative at any time.

DOSH Chair role and responsibilities

- The DOSH Chair will lead the meetings and ensure meeting notes are summarized.
- Ensure the meetings follow the agenda as closely as possible.
- Ensure the meetings begin and end on time.
- Be responsible for any action item taken and complete it on time.

CAC labor and business representatives' roles and responsibilities

- The representatives will work in conjunction with the DOSH Chair.
- Each representative shall strive to represent their constituent viewpoints and should encourage and voice minority views during meetings to encourage full discussions of sensitive and important topics.
- Propose an agenda for the next meeting using input from representatives attending the CAC meetings. The CAC representatives will be consulted with or will have a meeting to develop the agenda prior to distribution. The agenda will be sent by DOSH using the CAC listserv and posted on the CAC page of the L&I internet site.
- Attend every meeting of the CAC. In the event a representative is unable to attend, every effort should be made to send the alternate with authority to fulfill the representative's role in the administration of the meeting.
- Recruit and encourage participation from their representative communities.
- If a labor or business representative has a change in employment status he/she will inform L&I DOSH Assistant Director, so a determination can be made on whether or not to seek a new nomination for the labor or business committee representative position.

Committee Meetings

- The CAC meetings and subcommittees are open to the public and interested citizens who wish to participate in the spirit of cooperation and collaboration to improve health and safety in the construction industry.

Attendee's role and responsibilities

- Sign up for the CAC listserv at <http://www.lni.wa.gov/Main/Listservs/DOSHCAC.asp>
- Attend and participate in CAC meetings, whenever possible.
- Work through a CAC labor or business representative to propose agenda items or other issues of concern.
- Participate on subcommittees.
- Be responsible for any action item accepted and complete it on time.

Advisory Process

- The CAC strives for consensus advisory based on participation and input from Labor and Industries, labor and business representatives.

Meeting Schedules

- The CAC generally meets three to four times a year. Meeting dates and times will be coordinated with committee representatives whenever possible, but will be set by agreement of the chair and CAC labor and business representatives when appropriate. The CAC will make efforts to schedule meetings at locations in both Western and Eastern Washington with teleconferencing capacity. Meeting notices will be sent by DOSH to the CAC listserv and posted on the CAC page of the L&I internet site. When appropriate, DOSH will distribute meeting materials to committee representatives prior to the meeting.

Reporting

- DOSH will take meeting notes summarizing the highlights from the CAC meeting and identifying assigned action items. DOSH will send the draft notes to the CAC labor and business representatives for review. The CAC representatives will have 5 business days to submit comments. DOSH will send the final meeting notes to the committee representatives via the CAC listserv. DOSH will also publish the meeting notes on the CAC page of the L&I internet site.

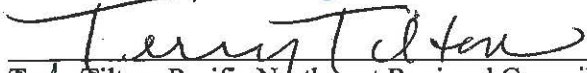
Subcommittees and taskforces

- All subcommittees will consist of both labor and business representatives and will be chaired by a representative from DOSH. The DOSH subcommittee chair will be responsible for scheduling and notification of meeting and other necessary administrative functions unless otherwise assigned. If interested in participating on a subcommittee or receiving subcommittee materials you must provide contact information to the DOSH subcommittee chair. DOSH will send subcommittee meeting dates using the CAC listserv and publish the dates of subcommittee meeting on the CAC page of the L&I internet site when possible. All other communications and/or materials will be provided to the subcommittee(s) at the meetings or by e-mail.

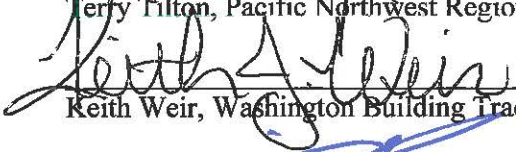
Signatures



David Puente Jr, Deputy Assistant Director, DOSH



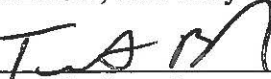
Terry Tilton, Pacific Northwest Regional Council of Carpenters; Labor Representative



Keith Weir, Washington Building Trades, Labor Representative



Kirk Balsch, University Mechanical, Business Representative



Vacant, Business Representative