

Washington Explosives Safety Stakeholder Group (ESSG) Guidelines

Overview

Explosives have been used safely for hundreds of years. The safe and legitimate use of explosives enriches our lives by accessing resources more efficiently, providing safe access/escape to/from dangerous environments, and The Washington Explosives Safety Stakeholder Group (ESSG) is a forum for labor, business, government, law enforcement and professional organizations to partner with the Washington State Department of Labor and Industries (L&I) Division of Occupational Safety and Health (DOSH) and collaboratively address explosives safety and policy matters that affect the explosives industry. The ESSG is a conduit for dialog on and dissemination of information relating to explosives safety and policy matters. The ESSG helps produce advisory products, provides input, and makes recommendations to DOSH on policy matters and program activities.

The purpose of this charter is solely to provide operational guidance, role definition, and structure for the ESSG.

Authority

The ESSG 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 ESSG is not a legislatively-mandated activity.

Purpose

The mission of the Washington Explosives Safety Stakeholder Group is to provide a forum where business, labor, government and other explosives professionals meet and work to discuss resolutions to Washington's explosives safety and policy challenges.

Functions

The Stakeholder Group shall:

- Commit to working collaboratively with participation from business, labor, government and professional organizations
- Promote statewide dialogue for safer and more efficient explosives practices for Washington's professional users, dealers, manufacturers and safety professionals.
- Support and promote explosives safety outreach efforts including an explosives safety day and the Governor's Industrial Safety and Health Conference.
- Review agenda materials and provide related input/data from the members' perspectives.

- Bring and/or respond to issues of interest or concern to DOSH.
- Form subgroups and workgroups to address specific explosives safety and policy issues such as training, certification, and DOSH rule development
- Make recommendations to DOSH on safety and security policies, programs, rules and laws

Structure

Group quad-chair panel

- The ESSG is led by a quad-chair panel with one member from private industry, one member from law enforcement, one member from government (non-law enforcement) and one representative of L&I DOSH.

Co-Chair selection

- The private industry co-chair will be selected by all private industry members.
- The law enforcement co-chair will be selected by all from law enforcement members.
- The government co-chair will be selected by all from government members.
- The DOSH co-chair is the Explosive Safety Compliance Supervisor, Technical Services, DOSH
- Notice of selection process will be in the agenda. Members wishing to participate in the nomination or selection process must be present at the meeting.
- The term for the business and labor co-chairs is for up to three years. There is no limit on the number of terms a member may serve as chair.
- Selection of the private industry, law enforcement and government co-chairs will occur upon implementation of the guidelines and thereafter at the last meeting of the calendar year preceding the expiration of the present co-chair's term or at the next meeting after a resignation.
- Non DOSH co-chairs may be removed by a majority vote of their represented groups at anytime

Co-Chair role and responsibilities

- Each co-chair 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 group members. The co-chairs will be consulted with or will have a meeting to develop the agenda prior to distribution. The agenda will be sent to group members by DOSH using the method selected by the group and posted on the Explosive Safety and Licensing page of the L&I internet site.
- Attend every meeting of the ESSG. In the event a co-chair is unable to attend, every effort should be made to send the alternate with authority to fulfill the co-chair's role in the administration of the meeting.
- The DOSH co-chair will lead the meetings and ensure notes are taken.
- 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.
- Recruit and encourage participation from their representative communities.

Group Members

- Were nominated and approved by their respective groups in meetings held independently sponsored by DOSH
- Serve for up to 3 years
- May be replaced upon majority vote from their area representatives

Member participation role and responsibilities

- Sign up for ESSG updates using GovDelivery Communications (replaced listserv process).

*Option 1: Use the following link to sign up to receive updates on Explosives; or, other topics:

<http://www.lni.wa.gov/Safety/NewsEvents/emailupdates.asp>

*Option 2:

Once the CR101 is filed, a webpage specific to Chapter 296-52 WAC, Safety Standards for Possession, Handling and Use of Explosives will be created. ESSG Stakeholders will receive a link via email to the Explosives Rulemaking page to sign up for communication updates specific to Explosives; or, other topics.

- Attend and participate in ESSG meetings, whenever possible.
- Work through co-chair representatives to propose agenda items or other issues of concern.
- Participate on subgroups.
- Be responsible for any action item accepted and complete it on time.

Participants

- Group participation, meetings, and subgroups are open to all explosives professionals, and other interested citizens who wish to participate in the spirit of cooperation and collaboration to improve safety and efficient practices and policy in the explosives industry.

Advisory Process

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

Meeting Schedules

The ESSG generally meets three to four times a year while the code is being revised and once a year otherwise. When possible, meetings will not be scheduled during the regular legislative

session. Meeting dates and times will be coordinated with group members whenever possible but will be set by agreement of the co-chairs when appropriate. The ESSG 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 subscribers of Chapter 296-52 WAC, Safety Standards for Possession, Handling and Use of Explosives using Govdelivery; and, will be posted on the Explosives Rulemaking page of the L&I website. When appropriate, DOSH will distribute meeting materials to group members prior to the meeting.

Reporting

DOSH will take notes summarizing the highlights from the ESSG meeting and identifying assigned action items. DOSH will send the draft notes to the co-chairs for review, co-chairs will have 3 business days to submit comments. DOSH will send the final meeting notes to the group members via Govdelivery. DOSH will also publish the meeting notes on the Explosives Rulemaking page of the L&I Internet site.

Subgroups and taskforces

All subgroups will consist of have at least one member from each group. Composition will be voted on by majority of the ESSG. The subgroup chair will be responsible for scheduling and notification of meeting and other necessary administrative functions unless otherwise assigned. ESSG members interested in participating on a subgroup or receiving subgroup materials must provide their contact information to the subgroup chair. DOSH will notify all ESSG members of subgroup meeting dates using Govdelivery and publish the dates of subgroup meetings on the Explosives Rulemaking page of the L&I Internet site when possible. All other communications and/or materials will be provided to the subgroup members at the meetings or by e-mail.

Quorum

ESSG meetings require the attendance of the all four co-chairs or their designated alternates and at least seven other group members. Subgroups and taskforces require the attendance of at least one member of each area, the subgroup chair or alternate and the DOSH member for a quorum.