MI-SH-P-005

Employee Safety Committee

Rev. 1

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Approved: Tim Cutshaw  Date: 1/9/17
### REVISION HISTORY

Document Number: MI-SH-P-005  
Title: Employee Safety Committee

<table>
<thead>
<tr>
<th>Revision</th>
<th>DAR</th>
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<th>Revision Description</th>
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<td>0</td>
<td>10-006</td>
<td>09/13/2010</td>
<td>Initial Issue</td>
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<td>1</td>
<td>16-008</td>
<td>01/9/2017</td>
<td>Major revision to better match current organization of company</td>
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1.0 PURPOSE
The Employee Safety Committee (ESC) is mandated as an advisory committee for safety education, hazard communication, hazard identification, and risk assessment and reduction at Mesa Associates Inc. (Mesa).

2.0 SCOPE
The committee is charged with enhancing the safety culture at Mesa by thinking strategically about company-wide safety and risk management issues and to make policy and procedural recommendations to senior management regarding safety and health issues.

3.0 REFERENCES
ESH-P-001, Occupational Health and Safety Policy

4.0 PREREQUISITES
None

5.0 MATERIALS, EQUIPMENT AND SUPPLIES
None

6.0 RESPONSIBILITIES
6.1 Senior Management (Vice Presidents, Associate Vice Presidents, Directors)
   6.1.1 Designating one member from each division, and from each location to serve as committee members for a two year period.
   6.1.2 Periodically, at their discretion, attending one of the ESC quarterly meetings.
   6.1.3 Respond in writing to ESC recommendations.

6.2 Employee Safety Committee Members
   6.2.1 Members have the responsibility for promoting, proposing, or evaluating new and revised health and safety procedures, workplace safety rules, and safety program activities. Members will participate in developing safety meetings, choosing safety posters, banners, bulletins, newsletters films and other promotional materials to stimulate interest and participation in
the health and safety program. ESC members shall represent the safety and health concerns of each Mesa Division and enhance, promote communication, information sharing and a shared vision among the divisions as it relates to safety.

6.2.2 Members are responsible for active participation and regular attendance and will develop the agenda for future meetings.

6.2.3 Members have the responsibility of maintaining regular communication with their area of representation in Safety Committee activities.

6.2.4 Members will participate in investigations of safety incidents and near misses in their division.

6.2.5 Members have the responsibility of conducting safety meetings and resolve employee concerns on safety issues.

6.2.6 Members will serve a two year term with half of the members rotating off each year.

6.3 Corporate Safety Manager

6.3.1 Chairing the ESC meetings.

6.3.2 Develop and write the summary report of each meeting.

6.3.3 Schedule location and time for ESC meetings.

6.3.4 Assist ESC members with material and expertise to perform assigned task.

7.0 PROCEDURE

7.1 The Committee shall be composed of the following:

7.1.1 One member from each business unit, at each location

7.1.2 The Corporate Safety Manager (chairperson)

7.1.3 Others as needed
7.2 Members shall be appointed by their division Vice President or Associate Vice President.

7.3 Volunteers may be used if approved by the division Vice President or Associate Vice President.

7.4 There will be no fewer than six members and a chairperson for a meeting.

7.5 Meetings shall be held quarterly.

7.6 Executive management may attend any scheduled meeting.

7.7 Meetings may be held at any Mesa location, or by conference call.

7.8 Special meetings may be called by the Chairperson.

7.9 Safety inspections will be conducted every six months by the safety committee members. Inspections will focus on fire risks, slips, trips, and fall hazards, and issues which may affect an individual's ability to evacuate quickly and safety. More frequent inspections may be conducted if needed.

7.10 Agenda and Minutes:

7.10.1 The agenda will be compiled by the Corporate Safety Manager and will be mailed out at least one week prior to the meeting.

7.10.2 Safety Committee Meeting Minutes will be sent to each division executive by the committee Chairperson. Committee members will send meeting minutes to the employees they represent.

7.11 Ad Hoc Committees may be appointed when deemed appropriate and may consist of committee and non-committee members.

8.0 RECORDS/REPORTS/NOTIFICATIONS

A copy of ESC Meeting Summary Report will be sent to each Business Unit Vice President and to QA for filing.

9.0 APPENDICES

Appendix 1- Employee Safety Committee Summary Report Format
Appendix 1

ESC Summary Report

Date:

Location:

Attendees:

Agenda Resolutions and Recommendations:

New agenda items:

Preliminary agenda for next meeting: