

GUAM POWER AUTHORITY		* No.: SOP-064
Standard Operating Procedure		Prepared By: <i>J.C. Crisostomo</i> J.C. Crisostomo, Safety Administrator
Title: SAFETY COMMITTEE		Approved By: <i>John M. Benavente</i> JOHN M. BENAVENTE, GEN. MGR.
Effective Date: 4-4-03	Supersedes No. SP-064 of 09/07/93	Page 1 of 5

I. PURPOSE

To establish procedures and guidelines for the institution and maintenance of a Safety Committee.

II. SCOPE

Every employee shall be eligible and shall actively participate in any of the Safety Committee described herein.

III. FUNCTIONS

- A. To create and maintain an active interest in Safety, and;
- B. To serve as a means of safety communication.

IV. GENERAL

- A. The following described Safety Committee shall be established as soon as possible, and the Safety Administrator shall immediately be notified thereafter.
- B. Appendices "A" and "B" will be used for the maintenance and further forwarding of the "minutes" of safety meetings.
- C. The Safety Administrator will be available for the initial meetings as an advisor and to assist in any way possible.

V. TYPES

- A. Divisional Safety Committee
- B. Stand-up Safety Committee

VI. DIVISIONAL SAFETY COMMITTEE

- A. Composition. Membership shall consist of:

CODES:	* REVISED	# ADDED
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1. Essential and key personnel - to include Superintendents, Supervisors, Leaders, and Workers - from each section within a division to be appointed by the Division Manager. Total membership shall not exceed twelve (12).
 2. Chairpersonship shall be appointed by the Division Manager from the supervisory level and shall be rotated every six months.
- B. Frequency of Meetings. A meeting shall be held monthly by each committee and on special occasion called by or at the discretion of the chairperson.
- C. Objectives.
1. Discuss and formulate safety procedures and recommend their adoption by the Division Manager, Safety Administrator, and the General Manager.
 2. Discover unsafe conditions and practices and determine their remedies.
 3. Educate safety to the committee members, who in turn will teach safety to their respective personnel.
 4. Resolve unsolved problems forwarded by Stand-up Safety Committee and/or, if beyond its jurisdiction, forward the recommendations or problems to Division Managers and the Safety Administrator.
 5. Discuss and promote the Authority's Safety/Health and Fire Prevention Programs.
 6. Discuss, analyze, and make recommendations of previous month's accident(s) or incident(s).
 7. Review a few safety/health and fire prevention rules.
 8. Discuss methods and hazards applicable to various jobs in progress.
 9. Discuss and make recommendations to Division Managers and the Safety Administrator regarding personal protective equipment, tools and other requirements for accident and fire preventions.
 10. To make safety activities integral parts of operating procedures, methods and functions of operations.
 11. To improve the cooperative spirit between Management and employees.

12. Conduct safety inspections of division areas - shops, plants, yards, etc., - at intervals.

VII. STAND-UP SAFETY COMMITTEE

- A. Composition. Membership shall consist of members of: work crew, sections or work groups, including the Leader, or Immediate Supervisor, or First Line Supervisor.
- B. Frequency of Meetings
 1. They shall be held at least twice a month and they shall be limited not more than one (1) hour.
 2. Meetings shall be held before the start of a hazardous, or possible hazardous, or a new or unfamiliar work task.
 3. The Leader or Immediate Supervisor shall be the Chairperson and he/she shall keep the minutes.
 4. The Stand-up Safety Committee meetings shall be exclusively for safety/health/fire discussions, instructions, and/or problems ONLY.
- C. Purpose.
 1. To promote and increase interest in accident and fire preventions at the work level.
 2. To discover existence of safety/health/fire hazards and solicit suggestions and means for corrective action.
- D. Scope. A Stand-up Safety Committee shall be established in each section, each crew, or work group, etc., within the Generation and Transmission & Distribution divisions; and one each committee within Meter Reader and Disconnection/Reconnection of Customer Services division.
- E. Functions.
 1. The primary reason for the Stand-up Safety meetings is to inform employees of:
 - a. New safety regulations, procedures, methods or instruction from higher authority.

- b. Any unsafe work procedures or acts observed by the Immediate Supervisor or higher authority.
 - c. Accidents or near accident occurring within the shop, plant, facility, job site, crew section, office or similar operations, et.
 - d. Finally, and most important, having the individual employee report to his/her Immediate Supervisor and co-workers any unsafe or potentially unsafe condition that the employee noted during the previous week and has not been discussed with the committee members and the condition remained unreported and uncorrected.
- 2. This does not preclude the responsibility for employees to immediately notify their Immediate Supervisor of any unsafe conditions or acts observed during the regular working day that is considered to be an emergency or potential emergency nature. (An emergency: situation so hazardous that it requires the immediate stoppage of the operation that preclude actual or potential injury to personnel, equipment or material).
- 3. The Immediate Supervisor shall limit his/her presentation from two to five minutes and try to get no more than one safety principle across. The remainder of the meeting should be devoted to accident reviews and employee discussions.
- 4. Information reported to the Immediate Supervisor shall be resolved in one of the following procedures:
 - a. The Immediate Supervisor shall take positive action on his level of authority.
 - b. In writing, the Immediate Supervisor submits his/her problem, action on his/her level (if any) and/or recommend corrective action to the Divisional Safety Committee and the Safety Administrator.
 - c. The procedure in subparagraphs VII-E-4-b above is to be continued until the problem reaches the Division Manager level of responsibility.
 - d. All unresolved problems are to be consolidated from the weekly Stand-up Safety Committee meeting reports and forwarded to the Divisional Safety Committee and made topics of discussion by that committee on their semi-monthly meetings.

5. All levels of supervision shall keep the lower levels of supervision aware of the action that has been taken. Immediate Supervisors are to keep their individual employees informed so that the employee will know that their presentations of safety/health and fire problems are being acted upon. All communications up and down the chain of command shall be in writing. If Stand-up Safety Committee meetings have no safety/health/fire problems to discuss, a negative report shall be submitted to the Divisional Safety Committee then to the Division Manager and the Safety Administrator.

Distribution: A, B, C, & D

ATURIDÅT ILEKTRESEDÅT GUAHAN
P.O. BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

DIVISION: _____ DATE: _____

TIME STARTED: _____ TIME ENDED: _____

DATE / TIME OF NEXT MEETING: _____

B. ABSENTEES:

1. _____	7. _____	1. _____
2. _____	8. _____	2. _____
3. _____	9. _____	3. _____
4. _____	10. _____	4. _____
5. _____	11. _____	5. _____
6. _____	12. _____	6. _____

C. MINUTES:

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D. ORDER OF BUSINESS:

1. Discussion and formulation of Safety Policies and recommendations to Division Heads and the Safety Division for adoption.
2. Discussion, analysis and recommendations of previous month's accident (s).
3. Review of safety and fire prevention rules.
4. Discussion of methods and hazards relative to various jobs in progress.
5. Discussion and promotion of Authority's Safety / Health and Fire Prevention Programs.
6. Discussion of unsafe conditions and practices and determination of remedies.
7. Resolve unsolved problems forwarded by Standup Safety Committees.
8. Recommendations to be forwarded to Division Head, Safety Division – if beyond jurisdiction.
9. Discussion and recommendation to Division Heads and Safety Division regarding personal protective equipment, tools and other requirements for the prevention of an accident, injury and fire.

E. RECOMMENDATIONS:

F. ROUTE COPIES TO: Division Head / Safety Division / Section File**G. SIGNATURE:**

COMMITTEE CHAIRMAN**APPENDIX "A"**



GUAM POWER AUTHORITY

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STAND-UP SAFETY COMMITTEE MINUTEES

DIVISION: _____

DATE: _____

SECTION: _____

No. in Crew: _____

A. ATTENDEES:

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

B. ABSENTEES:

1. _____
2. _____
3. _____
4. _____

C. ITEMS DISCUSSED:

1. _____

2. _____

3. _____

D. SUGGESTIONS / RECOMMENDATIONS:

E. SUPERVISOR'S COMMENTS / ACTIONS:

**F. Route Copies To: Section File / Division Head / Safety Division
Divisional Safety Committee**

G. Supervisor's Signature: _____

APPENDIX "B"