

**Mike Monroney**  
**Aeronautical Center**

# **SAFETY STAND DOWN CHARTER**



**Date:** October 1, 2015

**Document Revision Log**

<b>Status (Baseline/Revision/ Admin Change/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline	0	8/16/13	Initial Release
Revision	1	8/29/13	Updated with new Labor Representative
Revision	2	3/11/15	Updated with new Representatives
Revision	3	10/1/15	Updated Approvers

## 1. Purpose

The Mike Monroney Aeronautical Center (MMAC) Safety Stand Down (SSD) team is comprised of MMAC management, MMAC labor representatives, and the MMAC environmental, occupational safety and health (EOSH) Staff, AMP-100. The team formed to collaboratively lead the development and execution of the MMAC's SSD. The team's focus is to develop a Safety Stand Down that educates employees and fosters open communication between employees and their management. To build upon the existing safety culture, the MMAC SSD will further promote the existing safety programs with safety awareness and develop a thriving safety culture within the MMAC.

## 2. Goals

In partnership with MMAC labor representatives, the goal for the MMAC Safety Stand Down program is to:

- Create, foster, and model collaboration and mutual trust
- Increase awareness and understanding of employees and workplace safety and health issues that affect MMAC employees
- Build and strengthen the safety culture at the MMAC
- Increase the awareness and knowledge of safe work practices exercised by MMAC employees
- Encourage collaboration and problem solving at all levels to address the most critical safety concerns

## 3. Affected Employees

Key audiences who will primarily benefit from the MMAC Safety Stand Down are

- All MMAC Employees
- All MMAC Management

## 4. Results

The MMAC Safety Stand Down team strives to obtain the following key results:

- Develop activities and information to be used at all MMAC organizations during the Safety Stand Down
- Disseminate event materials to MMAC employees
- Solicit feedback from the primary audience
- Interpret feedback in order to continuously improve the Safety Stand Down
- Communicate the results of the Safety Stand Down to the target audience

## 5. Membership

The Safety Stand Down team consists of the following representatives:

- A Management Co-Lead (must be a management employee)
- A Labor Co-Lead (appointed by his or her representative executives)
- Two additional labor representatives

- Two additional management representatives
- One AMP-100 Representative

It is understood that the team composition will change over time. Labor and management can appoint/replace respective committee members as needed. However, it is expected that members will serve for a minimum of two years. Ad hoc members will be allowed as needed.

## 6. Roles and Responsibilities

- The Safety Stand Down team must:
  - Serve as the focal point for MMAC Safety Stand Down events
  - Hold meetings at least quarterly. Meetings must be scheduled no more than 60 days prior to and after a Safety Stand Down event
  - Work to create, foster, and model an environment based on collaboration and mutual trust
  - Encourage open discussion of issues, respect one another, and listen to each other's views
  - Make all team decisions through a consensus
  - Be clear about all decisions made and agree to support the decisions made by the group
  - Handle sensitive information with discretion and maintain confidentiality
  - Designate sub-teams to address specific issues or to develop materials, as necessary
  - Review this charter on at least an annual basis and update as necessary
  - Present an Annual Safety Stand Down schedule to the MMAC OSHECCOM that specifies the annual timeline anticipated and the theme(s) for upcoming events
  - Review organization feedback and address MMAC-wide OSH issues
- MMAC Organizations must:
  - Participate in semi-annual Safety Stand Down events
  - Provide feedback/suggestions/questions gathered during events to the Safety Stand Down team no later than 30 days after the event
  - Resolve issues voiced during Safety Stand Down events at the lowest level possible
- MMAC OSHECCOM must:
  - Approve the contents of this document (signed by the Chair and Vice-Chair)
  - Review the annual Safety Stand Down schedule, event theme(s), etc.
  - Provide guidance to the Safety Stand Down team related to the MMAC's OSH goals and suggestions for MMAC Safety Stand Down events.

## 7. Risks

The team will consider risk when planning Safety Stand Down activities. The MMAC will not conduct Safety Stand Down activities that have the potential to put MMAC employees at risk of injury. Risks also include the showing of graphic material that could otherwise be offensive or upsetting to employees.

**8. Approval Authority**

**MMAC Safety Stand Down Team**

**Approved By:**

**Date:**

**Approved By:**

**Date:**



**Charles Brandon, AFGE,  
MMAC Safety Stand  
Down Co-Chair (Labor)**

10/1/15



**John Doddy, AML-30,  
MMAC Safety Stand  
Down Co-Chair (Management)**

10/1/15