

## **HSS FOCUS GROUP**

### **DRAFT PROPOSED WORK GROUP GUIDANCE**

**BACKGROUND:** The HSS Focus Group provides a forum for communication and collaboration related to worker health, safety and security among HSS management and staff, labor unions, DOE Programs and stakeholders. Based on the foundation that **labor union representatives are an essential source of frontline perspective** in identifying, addressing and resolving worker health, safety and security concerns, the **Focus Group has served to open lines of communication with worker representatives** and provides a **vehicle for information exchange, problem solving, building relationships and trust, and enhancing the establishment of a safety culture** across the DOE complex.

**Work Groups** are established as a means to **collaboratively address specific worker health and safety priorities** identified by worker representatives in the HSS Focus Group forum. The overarching purpose is to:

- Improve the effectiveness and efficiency of worker health, safety and security programs across the DOE Complex.
- Promote worker involvement, foster open communications and trust, enhance labor relations and collaboration with worker representatives and stakeholders

**PURPOSE:** Work Groups are established to collaboratively address specifically identified worker health, safety and security issues. Activities should support clearly identified goals, intended outputs/impacts and expectations.

**FUNCTIONS:** Each Work Group should establish a charter to clarify purpose, objectives/constraints, scope, approach and organization.

- Clear statement and prioritization of goals and outcomes. Ideally measurable (may state measurable or anecdotal indicators)
- Establish action plans to achieve each goal; articulate accountability — what is to be accomplished, by whom, and by when
- Clarify roles and responsibilities of Work Group members
  - Identify Union/HSS spokespersons/co-chairs
    - Set and share meeting agendas
    - Facilitate productive discussion
    - Communicate/share discussion/status of activities
    - Identify who will take and share meeting notes (including decisions made on tasks, responsibilities, and deadlines)

#### **INFORMATION PROCESSING AND COMMUNICATIONS:**

- Set the agenda at the end of the meeting for the next meeting.
- Discussion summaries/minutes should be driven off of the agenda and sent to participants for review/comment.
- Minutes to be disseminated to the general HSS/Union Focus Group distribution. Work Groups to identify and support integration of efforts and open lines of communication.
- Status of activities to be provided to all Focus Group members on a periodic basis (aligned with general Focus Group meetings).

*Collaboration provides an opportunity to serve as an entity that is greater than the sum of its parts.*