

Safety & Health Awareness Committee Handbook



NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
CREATED JULY 2019

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*NOTE: Anything in this handbook that is underlined and the color **blue** signifies that a link to a webpage has been created. Some webpage links may require login.*

DISCLAIMER: All references and links to the NAWIC website locations in this Handbook are subject to change due to the continuous updating of the NAWIC website.

OVERVIEW OF COMMITTEE:

Committee Purpose:

The Safety & Health Awareness Committee will obtain and distribute (in conjunction with the OSHA Alliance committee), best practice information as well as new and changing regulations for safety within the construction fields to NAWIC members at all levels – Nationally, Regionally, and Locally. The goal of this committee is to ensure that NAWIC members and their companies have access to the information and tools needed to not only create a safe work environment for themselves but also the communities that surround them in their work and personal lives.

National Chair and Co-Chair:

NATIONAL

The National Co-Chair is selected by the incoming NAWIC National President-Elect which can be based on recommendations from the National Chair. The Co-Chair serves a two-year term, moving into the position of Chair, after completing a year of service as Co-Chair.

Regional Chair:

REGIONAL

The Regional Chair is selected by the incoming Region Director. The Regional Chair can serve a two-year term, if requested by the Region Director. The Regional Chair is a committee member of the National Committee. The Regional Chair can be assisted by a Co-Chair.

Chapter Chairs:

CHAPTER

The Chapter Chair is selected by the incoming Chapter President. The Chapter Chair can be assisted by a Co-Chair, and other committee members (highly recommended). The Chapter Chair is a committee member of the Regional Committee.

DUTIES OF SAFETY & HEALTH AWARENESS CHAIRS

National Chair and Co-Chair

How tasks are delegated from chair to co-chair is up to the women who are holding the positions and may change from year to year.



Effective communication is key to successful committee interactions.

Tasks that are a *must*:

- Conduct at minimum quarterly conference calls with Regional Chairs. Can be done in conjunction with OSHA Alliance conference calls.
- Provide articles for the NAWIC Image magazine with the assistance of Regional Chairs
- Prepare Mid-Year and Annual reports for National

Board of Directors. Chair with input from Co-Chair and Regional Chairs.

- Organize and administer annual **Safety Excellence Award** contest for ANNUAL CONFERENCE awards
- Organize and conduct meeting for all incoming Chairs (Regional/Local), Region Directors and Chapter Presidents at Annual Conference
 - Introduce new Chairs
 - Distribute handouts

Recommended tasks (with ~some~ flexibility):

- Interact and respond to inquiries from regional Safety chairs...also field questions from OSHA Alliance chairs as these two positions are often one position in many chapters and perhaps in some regions
- Monitor committee page on national website and make recommendations for improvement as necessary
- Update committee page layout/documents/templates as needed
- Monitor and create posts for committee's social media page(s)
- Communicate with national officers on expectations and committee priorities
- Recommend successor (co-chair) for following year

Regional Chairs

A co-chair can assist the Region chair if desired.

Effective communication is key to successful committee interactions.

- Communicate with her region and its chapters about the National Safety Excellence Award, in addition to any independent “challenge” she has for her region specifically
- Communicate with national chairs, regional director, and region chapters (i.e. touch base with chapter chairwomen to see how things are moving along and to facilitate safety practices)

- Contribute articles to the regional newsletter and region event programs
- Respond to inquiries from chapter Safety & Health chairs and relay info to National Chairs if necessary or if further research/information is needed
- May be asked to assist National chairs with providing articles, webinars, social media posts, or input on any of the above
- Adhere to the [NAWIC Social Media Policy](#) found in [Section A Policy #10](#) (page A-16) of the NAWIC Operations Manual



Chapter Chairs

- A co-chair and committee members can assist the Chapter chair (highly recommended).
- Talk with Chapter President and Safety Chair from the previous year
 - Ask what worked and didn't work for with regards to Safety
 - What can be improved
 - Ask for list of contacts for resources from previous President and/or Safety Chair(s)
 - Encourage member companies to submit entries for National Safety Excellence Awards
 - Provide information for chapter newsletter safety content
 - Gather a committee – highly suggested!
 - Assistance with Chapter Goals
 - Check with new Chapter President on planned events for coming year.
 - Coordinate with WIC Week and PD&E Committees for safety program opportunities
 - Adhere to the [NAWIC Social Media Policy](#) found in [Section A](#) Policy #10 (page A-16) of the NAWIC Operations Manual

