

CII SAFETY COMMUNITY FOR BUSINESS ADVANCEMENT CHARTER (Approved 02-14-2018)

1. Purpose

The Safety Community for Business Advancement (SCBA) is a formal venue for the exchange of safety principles, practices, and related knowledge relative to construction safety to enhance safety performance on capital facilities projects.

The SCBA is composed of members that share a vision of an accident free workplace through the leveraging of lessons learned and best practices. The goal of its members is to increase the overall safety performance of the construction industry. Information of particular interest will consist of items of interest to the industry that are yet to receive focused attention and problematic issues that have been faced by SCBA members. Current issues and emerging concerns will also be addressed by the SCBA.

The SCBA is sponsored by CII's Strategic Planning Committee from whom it receives guidance and oversight on compliance with this charter.

2. Scope

The Safety CBA will focus on construction industry safety issues, principles and practices as applicable to the planning and execution of capital facility projects. The SCBA is tasked with enabling effective safety and related practices to drive measurable improvements. Knowledge sharing and communication will be key in this effort.

3. Membership

Participation in the SCBA is limited to the following:

- CII members, and
- Academics with a research interest in safety.

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Support SCBA goals, deliverables, and the work of subcommittees
- Share knowledge, experiences, and lessons learned
- Conformance to CII Meeting Guidelines

4. Key Roles and Responsibilities

Positions with specific responsibilities are as follows:

- SCBA Chair – The initial SCBA Chair is appointed by CII, and shall develop the agenda and preside over meetings and web conferences. The Chair will report annually to the Strategic Planning Committee on SCBA progress and activities. The term of the Chair shall be a minimum of one year.
- SCBA Vice Chair – The SCBA Vice Chair shall assist the Chair in the development of the agenda for meetings and web conferences, and assume the leadership duties in the absence of the Chair. The Vice Chair is elected by the SCBA membership. If the Chair is an owner representative, the Vice Chair should be a service provider representative and vice versa. Following their term, or whenever a Chair steps down, the Vice Chair will become Chair and a new Vice Chair will be elected from the SCBA membership.
- SCBA Academic Advisor – The SCBA Academic Advisor is selected by the SCBA membership and is responsible for:
 - Maintaining the SCBA collaboration site to allow ease of access to collected documents.
 - Determining the quality and appropriateness of documents to be posted, including obtaining permission from authors whose copyrighted documents or intellectual property are to be posted on the collaboration site.
 - Developing and posting SCBA meeting notes.
 - Onboarding new SCBA members and maintaining the roster
 - Tracking member participation as part of overall CII metrics.The above will be supported by CII staff, as needed.
- SCBA Subcommittees – Members may be asked to serve on subcommittees to achieve specific goals and deliverables. Subcommittee Leads will be appointed by the SCBA leadership, and should be considered in the succession planning for Vice Chair.

5. Communications Format

- Conference calls and web meetings will be sponsored by a SCBA member or by CII and held at least monthly.
- At least one face-to-face meeting will be held annually, as determined by the membership.
- Email and collaboration site communications will be an ongoing mechanism of communication that will take place between regular meetings.
- Meeting notes, presentations, and any other knowledge sharing deliverables will be summarized and posted on the collaboration site.

6. Deliverables

- Identify current and leading-edge construction safety issues and provide collaborative comment/opinion on them.
- Develop and keep a list of relevant topics that can be of benefit to SCBA members.
- Support and encourage collection of data and development of safety metrics to advance safety performance.
- Connect with research teams related to this topic area to provide input and commentary.
- Submit safety-related research theme/topic nominations to the Funded Studies Committee and/or Sector Committees and participate as a resource.
- Participate and contribute relevant content to the CII Annual Conference.
- Maintain an updated collaboration site that documents SCBA activities.
- Report at least annually to the Strategic Planning Committee on SCBA membership, activities, and deliverables.
- Publicize the activities of the SCBA to the CII membership.

7. Key Interfaces

- Strategic Planning Committee
- Funded Studies Committee
- Other CII standing committees, sector committees, and communities, as needed
- CII Staff
- Outside speakers, as invited to present on a specific topic.

8. Critical Success Factors

- Improved safety performance, as the result of implementing safety principles and practices.
- Active owner and service provider participation, knowledge sharing, and learning.
- Regular growth of the body of knowledge presented on the SCBA collaboration site.
- SCBA deliverables are viewed by its members as a valuable contribution to CII programs and the construction industry.
- Activities are supported by CII and align with CII's Governance and Strategic Plan.