



CHARTER

SAFETY AND OCCUPATIONAL HEALTH STUDY SECTION

Authority

Section 222 of the Public Health Service Act (42 U.S.C. § 217a), as amended. The study section is governed by provisions of Public Law 92-463, as amended (5 U.S.C. App.), which sets forth standards for the formation and use of advisory committees.

Objective and Scope of Activities

The Secretary, and by delegation, the Director, Centers for Disease Control and Prevention, are authorized under Sections 301 and 308 of the Public Health Service Act (42 U.S.C. Section 241 and 42 U.S.C. Section 242 (m)), as amended; Sections 20 and 21 of the Occupational Safety and Health Act of 1970 (29 U.S.C. Section 669 and 29 U.S.C. Section 670); and Sections 427 and 501 of the Federal Mine Safety and Health Act of 1977 (30 U.S.C. Section 937 and 30 U.S.C. Section 951), as amended, to conduct, directly or by grants or contracts, research, experiments, and demonstrations relating to occupational safety and health and to mine health, and to conduct, directly or by grants or contracts, education (training) programs to provide an adequate supply of qualified occupational safety and health personnel.

Description of Duties

The Safety and Occupational Health Study Section shall provide advice and make recommendations to the Secretary, Department of Health and Human Services (HHS); the Director, Centers for Disease Control and Prevention; and the Director, National Institute for Occupational Safety and Health, on scientific, research, and training areas related to occupational safety and health, which are in need of special emphasis and expertise to meet such needs. The study section shall provide review for scientific and technical merit of all research and demonstration grant applications, as well as fellowships in the program areas related to the cause, prevention, and control of diseases and injuries in the occupational environment; provide review for educational, scientific, and technical merit of safety and occupational health training grant applications; and shall recommend grant applications, which merit support, to the appropriate national advisory councils.

Agency or Official to Whom the Board Reports

The Study Section shall provide advice and make recommendations to the Secretary, Department of Health and Human Services (HHS); the Director, Centers for Disease Control and Prevention; and the Director, National Institute for Occupational Safety and Health

Support

Management and support services shall be provided by the National Institute for Occupational Safety and Health, CDC. Receipt and referral of applications shall be provided by the Center for Scientific Review, National Institutes of Health, under an interagency agreement.

Estimated Annual Operating Costs and Staff Years

Estimated annual cost for operating the study section, including compensation and travel expenses for members, excluding staff support, is \$222,753. The estimate of annual person-years of required staff support is 1.05, at an estimated annual cost of \$92,602.

Designated Federal Officer

CDC will select a full-time or permanent part-time Federal employee to serve as the Designated Federal Officer (DFO) to attend each meeting and ensure that all procedures are within applicable statutory, regulatory, and HHS General Administration Manual directives. The DFO will approve and prepare all meeting agendas, call all of the study section and subcommittee meetings, adjourn any meeting when the DFO determines adjournment to be in the public interest, and chair meetings when directed to do so by the official to whom the Study Section reports. The DFO or his/her designee shall be present at all meetings of the full Board and subcommittees.

Estimated Number and Frequency of Meetings

Meetings shall be held approximately three times a year at the call of the Designated Federal Official, in consultation with the Chair.

Meetings shall be open to the public except as determined otherwise by the Secretary, HHS, or other official to whom the authority has been delegated; in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and Section 10(d) of the Federal Advisory Committee Act; notice of all meetings shall be given to the public.

Meetings shall be conducted, and records of the proceedings kept, as required by applicable Federal laws and Departmental regulations.

Duration

Continuing

Termination Date

Unless renewed by appropriate action prior to its expiration, the SOHSS will terminate 2 years from the date the charter is filed.

Membership and Designation

The Study Section shall consist of 20 members, including the Chair. Members and the Chair shall be selected by the Secretary, HHS, or designee, from authorities knowledgeable in the fields of occupational medicine and nursing, industrial hygiene, occupational safety and engineering, toxicology, chemistry, safety and health education, ergonomics, epidemiology, economic science, psychology, pulmonary pathology/physiology, and social science. Members shall be deemed non-Special Government Employees.

The permanent membership of the Safety and Occupational Health Study Section may be supplemented at any meeting through temporary members who have experience or expertise in the fields and disciplines related to the Study Section's function and are appointed to review some or all of the applications considered at that meeting. Notification to the prospective temporary member from the Designated Federal Official that the individual is to attend the meeting shall constitute a temporary appointment to the committee for purposes of that meeting, and the individual shall have all the rights and obligations of committee membership at that meeting, and the right to vote only on recommendations in which the individual fully participated as a reviewer. Temporary members will be included in the tracking of reviewers with respect to geographical distribution, ethnic/racial minority status, and gender representation. As necessary, the Study Section and its subcommittees shall seek advice from special consultants and assemble ad hoc working groups. Quorum for the Safety and Occupational Health Study Section shall be seven standing members.

Members shall be invited to serve for overlapping terms of up to four years, except that any member appointed to fill a vacancy for an unexpired term shall be appointed for the remainder of that term. Terms of more than two years are contingent upon the renewal of the Study Section by appropriate action prior to its termination. A member may serve 180 days after the expiration of that member's term if a successor has not taken office.

Subcommittees

Subcommittees composed of members and nonmembers of the parent committee may be established with approval of the Secretary, HHS, or his/her designee. The subcommittees must report back to the parent committee and do not provide advice or work products directly to the

agency. The Department Committee Management Officer will be notified upon establishment of each subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

Record Keeping

The records of the study section and established subcommittees of the study section shall be managed in accordance with General Records Schedule 26, Item 2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.


Filing Date

June 30, 2010

APPROVED:

6/28/10

Date



Director

Management Analysis and Services Office