### T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter

|  |  |
| --- | --- |
| Introduction | T.O.C.A.S. is an organization made up of company managers and owners representing companies that work at Dow Chemical, Texas Operations. Contractor representatives should be decision makers, capable of committing their companies to programs, employee involvement and actions deemed appropriate by the T.O.C.A.S. organization. Representatives should not be the companies’ safety contacts, as they form another group that works to improve safety within the plants. All contractor companies providing labor services at TXO are eligible to be associated with the T.O.C.A.S. organization and are expected to join and actively participate. |
| Background | Formed in January 1996 by 23 active contractors, T.O.C.A.S.’ task was, and still is, to identify and articulate safety-related needs of the contractor community and to partner with TXO to jointly improve contractor safety performance. The goal is to provide all contractor companies doing business at TXO a forum that allows adequate sharing of the purposes, expectations, strategies, incentives, and results of the community of contractors working at TXO.In return, members are asked to provide an ongoing commitment to T.O.C.A.S.’ goals and philosophy. As a result, the expectation is that safety performance at TXO will continue to improve. In conjunction with TXO, TOCAS has established recordable performance goals for each year since inception. A theme continues from the founding days of T.O.C.A.S., whereas contractors embrace the concept that with new and creative approaches to safety, coupled with consistent application of proven existing processes, committed contractors working together can help drive improved safety performance. |
| Team Sponsors | Dow Contractor Safety, Dow Contractor Operations and the T.O.C.A.S. Steering Committee. |
| Organization Members | A representative group of contractor company managers and owners whose companies do work at TXO and who are committed to lead the cooperative effort of contractor companies to achieve an incident-free workplace. **All contractor companies providing labor services to TXO are eligible to be associated with T.O.C.A.S. and are** **expected to join and actively participate**. Dow EH&S and the T.O.C.A.S. Leader will work together with Contractor Operations to help identify and manage company participation. |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| Organization Objectives | The primary T.O.C.A.S. objective is to help manage and improve safety performance for contractors at TXO. Fundamental objectives are:* Improving safety performance by all contractors working on the site.
* Access to safety information and training which encourages consistency by all contract companies regardless of company size.
* Sharing of best practices within the contractor community as it relates to new tools and processes.
* Providing an avenue for seamless communication throughout the contractor community.
* Continue building strong relationships between Dow and contractor companies to ensure a safe work environment becomes the only acceptable work culture.
 |
| Key Roles | * Adjust, as appropriate, the organization’s affinity for self-improvement and getting it right the first time.
* Calibrate how the organization reacts to problems (systematically or chaotically, communication protocol established or undefined, lessons learned/corrective action systems, etc.)
* Provide clear/understandable standards and programs that are updated and disseminated with appropriate training.
* Perpetuate the strongest aspects of the culture in terms of cooperation, creativity, perseverance, communication, energy, commitment, vision, diversity and team spirit.
* Identify and rectify the weaknesses that could hinder continuous improvement.
 |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| Key Deliverables  | * Actively solicit participation by all labor providers working at TXO.
* Communicate T.O.C.A.S.’ expectations to all TXO labor providers.
* Achieve continuous improvement in safety performance, both short and long term.
* Promote the implementation of the safe behavior process through:
* *The use of Pre-Task Hazard Analysis on all jobs.*
* *Encouraging all contract employees to participate in the safety observations/intervention process.*
* *Involving contractor leadership in the safety observation/intervention process.*
* *Reviewing and analyzing the safety performance data on a monthly basis.*
* *Identifying a need and provide training for all contractors.*
* *Leveraging standardized EH&S work practices and programs to address site concerns.*
 |
| Organization Expectations | To promote the adoption by all contractors of the safe behavior expectations for all employees as noted below. We expect:* *To work in an injury free workplace.*
* *Every contractor employee to comply with Personal Protection Equipment (PPE) requirements.*
* *Zero incidents or injuries related to compromising the PPE requirements.*
* *An OSHA recordable performance rate that is less than or equal to the goals set for TXO each year.*
* *All incidents to be reported immediately and follow-up to include an investigation, corrective actions identified and Learning’s from the event to be leveraged.*
* *Every contractor company and their employees to actively participate in all safety processes and programs.*
 |
| Recognition | T.O.C.A.S. will support recognition of outstanding safety performance, in addition to sharing resources and leveraging information between contract companies. |
| Key Interfaces within T.O.C.A.S. | * Dow Texas Operations Contractor EH&S
* Dow Maintenance, Turnaround and Construction Leadership
* Contractor Community
* Contractor Safety Council
* Associated Builders & Contractors
 |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| **How to Join T.O.C.A.S.** | 1. All contractor companies providing labor services to TXO are eligible to be associated with T.O.C.A.S. and are expected to join.
2. Write a *letter of commitment* to the T.O.C.A.S. Steering Team and Dow Contractor EH&S Leadership expressing your commitment to supporting the programs, goals and being an active and participating member of T.O.C.A.S.
3. This letter should be on your company letterhead and addressed and emailed to the Dow Site Contractor EH&S Leader at ffrcntr@dow.com and the T.O.C.A.S. Leader, Brent Bowers at brent.bowers@jvic.com.
4. Once the letter is received and reviewed by Dow and the TOCAS Steering Team Leader, the company will be communicated to regarding acceptance.
5. The T.O.C.A.S. Leader will send the new TOCAS member company a packet containing information pertaining to T.O.C.A.S. expectations and meeting dates if accepted to join and make sure they are welcomed by announcing their joining of TOCAS at the next available T.O.C.A.S. general session.

**To Join the T.O.C.A.S. Website to Register as a user:**Log on to [www.tocas.org](http://www.tocas.org)Click on link “How to Join”Complete your user information and click on “Register Me”You will be notified by e-mail when your registration has been activatedClick on “members only” to access information |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| T.O.C.A.S. Teams & Responsibilities | **Steering Team:**This team is considered the sounding board to provide input and gain alignment as the voice of the Contractor Community for Contractor EH&S performance. * This team is made up of Dow selected contractor companies that represent large, medium and small man-hour companies. Each year representation will be evaluated.
* Company Owners and/or Site Managers should attend with no more than two attending per company.
* Dow representation on this team is Dow Contractor Safety Delivery Leader/Manager; Dow TES Leader/Manager, and Dow Turn-Around Leader.
* Meetings are currently held on the 1st Tuesday of each month from 8:15 – 9:30 AM at the Safety Council in Freeport.

**Contractor companies invited to participate on the steering team are:**Ameritech, Brand, Brevard, Brock, CMI, Hydro-Chem, ICS, Wood Group, JVI, McGill, Starcon, Tri-Con, Wolfenson**T.O.C.A.S. Steering Team Leader Roles and Responsibilities:**This individual must be an active member of the current T.O.C.A.S. Steering team that represents a contractor company in good standing with Dow and is voted on by current active members of the T.O.C.A.S. Steering Team.* Facilitates Steering Team and General Session meeting agendas
* Coordinates with Dow new company participants
* Works with Sub-Teams to ensure they stay active
* Communicates to T.O.C.A.S. members as needed (Meeting notices, general communication)
 |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| T.O.C.A.S. Teams & Responsibilities(continued) | **TOCAS Sub-Teams:*** Sub-teams are agreed upon by the T.O.C.A.S. Steering Team to address Contractor EH&S concerns and will be sponsored by a Steering Team member.
* Sponsors oversee sub-team activity and ensure monthly team reports and updates of team activities are given at the T.O.C.A.S. Steering Team and T.O.C.A.S. General Session
* Membership of sub-teams includes a Steering Team member as an active sponsor, T.O.C.A.S. Contractor Company Representatives and Dow Contractor Safety Technicians.
* Dow Contractor Safety Technicians will work with sponsors to schedule meetings, set agendas, share facilitating team meeting agendas, capturing team attendance, set team goals and deliverables, capture notes and any documentation associated with teams and save them in the T.O.C.A.S. Sub-Team folders in the Dow system.
* Each Sub-Team will be responsible for establishing team goals and key deliverables each year and reporting monthly status updates at T.O.C.A.S. Steering Team and General Session meetings
 |
| General Session | This team is for Owners and/or Site Managers representing their companies so they can be updated on site Contractor EH&S performance and site initiatives. * All T.O.C.A.S. Contractor Company Owners and/or Site Managers in addition to Safety Contacts shall attend this meeting.  Site Contractor Company Safety Managers are invited to attend but will not be the lone representative for the company.
* Dow representation on this team is Dow Contractor Safety Delivery Leader/Manager; Dow TES Leader/Manager; Dow Site and Business Maintenance Leaders and Dow EH&S Company Contacts.
* **Meetings are held on the 3rd Tuesday of each month from 8:30 – 10:00 AM at the Safety Council in Freeport.**
 |
|  | Continued on next page |

**T.O.C.A.S.-Texas Operations Contractor Alliance for Safety Organization Charter**, Continued

|  |  |
| --- | --- |
| Revision history | The following information documents at least the last 3 changes to this document, with all the changes listed for the last 6 months. |
| Date | Revised By | Changes |
| 01/07/2020 | Doug Morris | UpdatedT.O.C.A.S. Leader from Warren Smith to Brent Bowers, and other minor changes. |
| 10/30/2019 | Gene Roberts | UpdatedT.O.C.A.S. Leader from J.J. Barrera to Warren Smith |
| 01/10/2017 | Gene Roberts | UpdatedT.O.C.A.S. Leader from Smokey Hebert to J.J. Barrera |
|  |  |