1. Purpose

The Committee provides advice and input to the Environment, Health and Safety (EHS) Department on the Laboratory Safety Program with respect to:

- Planned new documents and processes
- Proposed revisions to documents and processes
- Priorities for updates/changes
- Communication of changes

The Committee acknowledges the roles of the Biosafety and Radiation Safety Committees and does not overlap with the functions of those Committees. The Committee has no direct decision-making responsibility for the Laboratory Safety Program, but functions in an advisory capacity to the EHS Department which has responsibility for the Laboratory Safety Program.

2. Committee Membership and Appointment

Members from EHS Department

- The Director, EHS and the Manager, Laboratory Safety participate on the Committee along with others from EHS that may be appropriate based on the subject matter of any particular meeting.
- The Committee is chaired by the Manager, Laboratory Safety.

Members from Faculties/Units

- Membership is determined through consultation between the EHS Department and Faculty/Unit leadership.
- Number of representatives is based on the need for input from specific functional areas and may vary over time.
- Members are appointed by the Associate Vice-President (AVP), Risk for a two-year term.
- The AVP, Risk may extend a member’s term.
- There will be at least six members from Faculties/Units with the aim of approximate equal representation between:
  - Faculty members
  - Staff (e.g. lab managers/technicians)
  - Trainees/Students (e.g. postdoctoral fellows, graduate students, undergraduate students)
• There will be one member representing Facilities

3. Meetings

• Meetings are held at least three times per year for 1.5 hours.
• Frequency and duration of meetings may change with agreement of the Committee members.

4. Committee Member Duties

• To review draft materials (e.g. draft new or revised documents or processes) in advance of meetings.
• To provide advice, review and comment on the design, development, review and implementation of the Laboratory Safety Program.
• To assist EHS in identifying and assessing program risks and stakeholders.
• To assist EHS in improving processes, strategies, information sharing and reporting across all areas by providing functional perspective and experience.
• To act as Laboratory Safety “champions” acknowledging that safety is a critical component of scholarly excellence.
• To facilitate Laboratory Safety-related discussions and communications within respective faculties/units.
• To act as representatives for their respective faculty/unit and role.
• To advocate for common business processes and consolidation of systems/technology across campus.
• To identify people, process and technology opportunities and constraints to EHS and discuss competing initiatives.