



**BOISE STATE UNIVERSITY**

University Policy 9240

## Laboratory Safety Committee

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### **Effective Date**

March 2012

### **Responsible Party**

Environmental Health, Safety, and Sustainability, (208) 426-3636

### **Scope and Audience**

This policy applies to all research and academic laboratories.

### **Additional Authority**

Executive Order 2005-14 – Continuing Idaho Comprehensive Safety and Loss Control Policy

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## **1. Policy Purpose**

Establish University Laboratory Safety Committee, Unit Laboratory Safety Committees, and Safety Liaisons to promote a culture of safety and help identify and implement efficient, effective ways to assure compliance with University safety policies, rules, and programs as well as applicable local, state, and federal rules and regulations.

## **2. Policy Statement**

The establishment of the University Laboratory Safety Committee, Unit Laboratory Safety Committees, and Safety Liaisons will focus on the safety-related needs and issues surrounding the University's academic and research laboratories. They will further the University's commitment to providing a safe and healthful environment for its faculty, staff, and students as well as promote a culture of safety across the University's laboratories.

### 3. Definitions

#### 3.1 Laboratory Safety Committee (LSC)

University or Unit level committee focused on safety.

#### 3.2 Safety Liaison (SL)

Individual from a Unit where an LSC has not be established. Unit – college, department, center, institute, program or other functional area of the university.

#### 3.3 Laboratory Safety Officer

A member of Environmental Health and Safety responsible for developing, implementing and managing the University's laboratory focused safety programs.

### 4. Responsibilities and Procedures

#### 4.1 University Laboratory Safety Committee (University SLC)

- a. Serve as a parent committee to the Unit Laboratory Safety
- b. Committees (Unit LSC).
- c. Approve unit plans for the establishment of Unit LSCs and Safety Liaisons.
- d. Identify gaps between desired and actual laboratory safety, determine significance of these gaps, and develop a course of action for reduction or elimination of the gap.
- e. Provide guidance and direction to the Unit LSC and Safety Liaisons to prioritize and implement safety-related projects or tasks specific to their units.
- f. Serve as a clearinghouse for ideas, collaboration and when appropriate, standardization of procedures, protocols, and policies regarding laboratory best practices.
- g. Provide recommendations to University Administration, Deans, and Environmental Health & Safety with regard to laboratory safety when necessary.
- h. Members shall serve as points of contact for their respective unit's

- i. LSC and Safety Liaisons.

#### 4.1.1 Membership

- a. The University LSC shall be comprised of representatives from a broad spectrum of University units – units with laboratories and units supporting them. They should include:
  - College of Arts and Sciences
  - College of Engineering
  - College of Health Sciences
  - Facilities Operations & Maintenance
  - Division of Research Administration
  - University Security
- b. Specific members of the University LSC shall include:
  - Manager, Environmental Health & Safety or their designee
  - Laboratory Safety Officer, Environmental Health & Safety, as an ex officio member.
- c. The committee shall determine the units represented and the number of members from each unit.
- d. The administrative head shall appoint members for their respective unit.
- e. Members shall serve two year terms with no limit to the number of terms served.
- f. Term expirations shall be staggered by approximately 50% to minimize committees being composed of all new members.
- g. The University LSC Chair shall be appointed to a one-year term by committee majority with the Laboratory Safety Officer and the Environmental Health & Safety Manager being

ineligible. A member may serve as Chair for a maximum of four consecutive terms; two years after their last term ends, the member is again eligible for Chair.

#### 4.1.2 Meetings

- a. The University LSC shall meet at least once each fall and spring semester.
- b. Environmental Health and Safety is responsible for facilitating meetings and keeping meeting minutes.
- c. Meeting minutes shall be made available to the University community and kept on file for three years.

#### 4.1.3 Summary of Activities

The University LSC shall submit an annual summary of their committee's activities to the applicable offices of University Administration and Deans by November 15 for the previous year.

### 4.2 Unit Laboratory Safety Committees (Unit LSC)

- a. Address safety concerns raised by administrative heads, University
- b. LSC, or Environmental Health & Safety.
- c. Assist lab supervisors and principal investigators with the implementation of and adherence to safety policies, procedures, and programs.
- d. Review reports provided by Environmental Health & Safety and respond to areas of concern. Reports may include annual training, chemical purchase requisitions, hazard identification, waste disposal, exposure evaluations, laboratory safety assessments, and facility safety equipment.
- e. Assist with the implementation of required safety training.
- f. Maintain communications with unit head, unit staff, and Environmental Health & Safety concerning the quality of the work environment.

- g. Perform other safety related functions as assigned by administrative heads, University LSC or Environmental Health & Safety.

#### 4.2.1 Membership

- a. The administrative head of the respective unit in section II.B.1 shall appoint members and designate the committee Chair.
- b. Members shall include, where appropriate, faculty, professional and classified staff.
- c. Names of Unit LSC committee members shall be forwarded to the
- d. University LSC Chair each year by October 15th.
- e. Terms shall be at the discretion of the respective administrative head.
- f. Term expirations shall be staggered by approximately 50% to minimize committees being composed of all new members.
- g. The Laboratory Safety Officer or their designee shall serve as an ex officio member on all Unit LSC.

#### 4.2.2 Meetings

- a. Each LSC shall meet at a frequency determined by its members but at least once each semester.
- b. Approved meeting minutes should be made available to the unit's constituents and kept on file for three years.

#### 4.2.3 Summary of Activities

Each Unit LSC shall submit an annual summary of their committee's activities to the University LSC and their administrative head by November 15 for the previous year.

### 4.3 Safety Liaison

Units without a Unit LSC shall have a Safety Liaison appointed by their respective administrative head. Term limits shall be determined by the respective administrative head.

#### 4.3.1 Responsibilities

- a. Assist lab supervisors and principal investigators with the implementation of and adherence to safety policies, procedures, and programs.
  - b. Review reports provided by Environmental Health & Safety and respond to areas of concern. Reports may include annual training, chemical purchase requisitions, hazard identification, waste disposal, medical evaluations, exposure evaluations, laboratory safety assessments, and facility safety equipment.
  - c. Maintain communications with respective unit's staff and Environmental Health & Safety concerning the quality of the work environment.
  - d. Perform other safety related functions as assigned by administrative heads, University LSC or Environmental Health & Safety.
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#### Revision History