

Laboratory Safety Committee
TERMS OF REFERENCE

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1.0 Purpose and Scope

To regularly review and provide coordinated advice and recommendations to the University community on all laboratory activities involving work with chemical and biological materials. Mandates shall include:

- To make recommendations through the UNBC Joint Occupational Health and Safety Committee for changes to University policies and procedures to be adopted in departments conducting investigations involving laboratory work.
- To establish strategies to ensure ongoing and adequate surveillance, hazard identification, and risk evaluation of laboratory activities.
- To advise and assist all University members who have a role in promoting and communicating laboratory safety awareness.
- To review and approve all procedures using biohazardous materials such as pathogenic microorganisms, recombinant DNA, and human blood, tissues, or fluids above Risk Group 1.
- To monitor compliance with all applicable Government regulations and University policies pertaining to laboratory activities.
- To receive and review monthly reports of activities from UNBC's Laboratory Safety Officers.
- To receive and review reports concerning services, activities, incidents, and interventions involving laboratory activities or work and to recommend corrective strategies where appropriate.

2.0 Reporting Structure

The Laboratory Safety Committee is advisory to the Vice-President of Administration and Finance. The Committee acts on behalf of the President's Executive Council subject always to its direction to implement the Joint Occupational Health & Safety Committee's policies in the context of the University's responsibilities in the areas of laboratory safety.

3.0 Composition

- (a) The Laboratory Safety Committee representatives are selected on a voluntary basis and representatives are asked to make a two-year commitment to the committee.
- (b) The Laboratory Safety Committee shall consist of nine voting members consisting of:
- i) Three representatives of the Faculty of Science and Engineering (FSE)
 - a. Chemistry (CHEM)
 - b. Biology (BIO)
 - c. Wood Innovation & Design Laboratory (WIRL)
 - ii) Two representatives of the Faculty of Human & Health Sciences (FHHS)
 - iii) One representative from Northern Analytical Laboratory (NALS)
 - iv) One representative of the Northern BC Graduate Students' Society (Grad Rep)
 - v) One representative of the Northern Undergraduate Students' Society (NUGSS Rep)
 - vi) One Northern Health Sciences Research Facility Coordinator (NHSRF)
- (c) The Laboratory Safety Committee non-voting members shall consist of:
- i) Biosafety Officer
 - ii) Assistant Biosafety Officer
 - iii) Chemical Safety Officer
 - iv) Safety Manager
 - v) Recording Secretary – (provided by the Safety Office)

4.0 Chair Duties

The Committee Chairperson shall be selected by the Committee Members as necessary for a minimum period of two years. Chairperson duties include:

- (a) Facilitate committee meetings.
- (b) Review previous meeting minutes, reports, and materials prior to the meetings.
- (c) Ensure that meeting location or virtual meeting details are arranged.
- (d) Ensure members are notified of meeting dates, times and locations in advance.
- (e) Ensure the meeting materials are prepared and distributed to Committee members in advance.
- (f) Sit as a resource on the Joint Occupational Health & Safety Committee and provide a summary report outlining:
 - Details of any chemical or biological incidents
 - Details of any serious safety concerns discovered through a lab safety inspection.
 - Submission of an annual report on Lab Safety Committee activities each February to the Joint Occupational Health & Safety Committee.

5.0 Meetings

- (a) The Lab Safety Committee meetings shall be held bimonthly or more frequently if there is appropriate business to conduct.
- (b) Regularly scheduled meetings will be held at a set date and time as decided by the Committee.
- (c) Special meetings, if required, will be arranged at the request of the Co-Chair and may be in person or virtual.
- (d) Quorum shall consist of a minimum of five (5) members with voting privileges. Without quorum, the Committee shall conduct meetings as “information only”.
- (e) Committee decisions are to be made by a consensus or by a simple majority vote of the members present, providing quorum is achieved. If warranted, the Chair may contact members to vote by email providing the response is sufficient to constitute a quorum.

6.0 Inspections

Lab inspections will be conducted by the Lab Safety Committee representative(s) and shall consist of two (2) annual inspections; one scheduled and one unscheduled. All inspections will be recorded.

7.0 Records

The Safety Department will keep copies of the agenda and approved meeting minutes on behalf of the Lab Safety Committee for a period of at least two years from the date of the meeting to which they relate.

The Lab Safety Committee Chair will maintain records of Committee correspondence, decisions and votes that take place outside of a regularly scheduled Committee meeting for which there is no formal recording.