

SAFETY COMMITTEE CHARTER

I. Mission

The members of the Safety Committee are dedicated to promoting a culture of safety within the C. Eugene Bennett Department of Chemistry. The Committee will accomplish this mission by providing exceptional leadership and partnering with all members of the department to maintain and promote a safe, healthy, and code-compliant environment in which to teach, learn, and conduct research. Affected facilities include Clark Hall, the Chemistry Research Laboratory Building, and the National Research Center for Coal and Energy.

II. Goals

- Promote safety as everyone's responsibility. Every employee is an equal partner in a laboratory safety program.
- Encourage compliance with all applicable departmental, institutional, State, and Federal standards and policies.
- Encourage safe work practices to ensure the health and safety of laboratory workers.
- Encourage all employees to contact the committee with their safety concerns. Requests for anonymity will be honored by the committee.
- Minimize risks in the workplace and to reduce injuries, environmental impacts, and compliance issues.
- Remain aware of changes in State and Federal standards that will impact the unit.
- Act as ambassadors of safety, health, and environmental responsibility for all members of the department.
- Foster cooperation and focus on partnering with the members of the unit.
- Ensure that departmental policies and procedures are accessible and understandable.
- Be prudent stewards of departmental resources and find innovative solutions to safety challenges.

III. Committee Membership

- **Committee Size**

The committee membership shall include:

- The departmental safety director (who will serve as chair)
- The department chair
- Faculty members
- A full-time laboratory staff member
- A graduate student member

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- **Committee Appointments**

- The faculty members shall be appointed by the department chair, as required, at the beginning of the fall semester.
- The full-time laboratory staff member shall be nominated by his or her supervisor and appointed by the department chair, as required, at the beginning of the fall semester.
- The graduate student member shall be nominated by the supervising faculty member and appointed by the department chair, as required, at the beginning of the fall semester.

IV. Committee Responsibilities

- **Chair**

- Establish the meeting agendas and distribute the agenda to all members in advance of the scheduled meetings.
- Approve the meeting minutes, as prepared by the secretary, and distribute the minutes to all members.
- Maintain all other pertinent records and files.
- Coordinate investigative activities.
- Act as a liaison to the Office of the Dean and to the Department of Environmental Health and Safety at WVU.
- Review the charter on an annual basis, or:
 - When changes occur to any federal regulatory document that require a charter revision.
 - When operational changes occur that require a charter revision.

- **All Members**

- Attend all meetings, as scheduled.
- Fully participate in committee activities and functions.
- Be a leader in safety by modeling good safety behavior and always setting a good example.

V. Committee Activities

- Help to establish and promote a culture of safety within the department.
- Act as representatives of all employees within the department and encourage open communications with employees regarding safety-related concerns, ideas, or challenges.
- Review accident and near-miss incident reports at the request of the Committee Chair. Identify trends, determine root causes and discuss possible corrective actions to avoid injuries and property damage.
- Review and discuss laboratory inspection reports from both College-level and external inspectors. Support and encourage full compliance at all levels within the department.

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- Identify unsafe work practices and workplace hazards in the laboratories and suggest appropriate actions. Courses of action will be determined based on the following decision tier:
 - Engineering controls will be considered as a first priority.
 - Administrative controls will be considered as a second priority.
 - Personal protective equipment will be considered as a third priority.
- Suggest training sessions that strengthen the departmental laboratory safety program.
- Assist in the implementation of effective safety awareness programs.

VI. Administrative Procedures

- The committee shall meet as requested by the committee chair. In the event of special circumstances or emergencies, the committee chair may hold additional meetings. The committee chair may also elect to conduct business via email messages or conference call at any time during the calendar year.
- Discussion time limits will be established when necessary during meetings.
- Old business will be tracked to resolution. Issues will be resolved as soon as possible.
- Safety issues will be prioritized on the agenda, when necessary, according to the following rating system:
 - Safety Rating 1 (SR1): Unsafe conditions or work practices that could cause loss of life or extensive damage to equipment or facilities.
 - Safety Rating 2 (SR2): Unsafe conditions or work practices that could cause serious injury or illness or disruptive damage to equipment or facilities.
 - Safety Rating 3 (SR3): Unsafe conditions or work practices that could cause a recordable injury or illness or non-disruptive damage to equipment or facilities.
 - Safety Rating 4 (SR4): Housekeeping issues or unsafe work practices which are unlikely to cause injury or illness.
- All members have voting rights.
- A quorum for the conduct of business and approval of motions shall be a simple majority of the total voting membership at each meeting.
- Members of the committee shall recuse themselves from discussions in which their involvement would create an inappropriate conflict of interest.