



The Laboratory Safety Committee is advisory to the Vice-President Finance and Operations.

**A. RESPONSIBILITIES**

1. To consult on and review regulatory issues related to the safe acquisition, use, storage, transportation and disposal of controlled products in laboratories.
2. To review and consider for approval policies, procedures and proposals related to controlled products in laboratories.
3. To carry out other functions related to laboratory safety and controlled products as required by WorkSafeBC, Capital Regional District (CRD), Transport Canada, Department of Foreign Affairs and International Trade (DFAIT), or other regulatory agencies.

**B. MEMBERSHIP**

1. Faculty Members (voting)
  - a. One member from the Department of Biochemistry and Microbiology
  - b. One member from the Department of Chemistry
  - c. One member from the Department of Biology
  - d. One member from the School of Earth and Ocean Sciences
  - e. One member from the Department of Physics and Astronomy
  - f. One member from the Department of Electrical and Computer Engineering
  - g. One member from the Department of Mechanical Engineering
  - h. One member from the Division of Medical Sciences.
  - i. One member from the Department of Civil Engineering.
2. Ex officio Members
  - a. The Occupational Health, Safety and Environment Consultant designated as responsible for laboratory safety (non-voting)
  - b. The Director, Occupational Health, Safety and Environment, or designate (non-voting)
  - c. The Associate Vice-President, Research Operations (voting)
3. Other Members
  - a. The Chair may appoint consultants to the Committee, as required (non-voting)

**C. METHOD OF APPOINTMENT**

Faculty members shall be appointed by the Vice-President Finance and Operations after consultation with the Chair of the Committee and the appropriate department Chair and Dean.

#### **D. TERMS OF OFFICE**

1. Faculty members shall be appointed for staggered three-year terms beginning October 1 of each year.
2. Faculty members whose terms are completed are eligible for re-appointment.

#### **E. OFFICERS**

1. The Committee shall have a Chair and administrative support. The Chair shall be assigned to a faculty member on a rotational basis.
2. The Chair shall serve a two-year term.
3. The Department of Occupational Health, Safety and Environment shall provide administrative support.

#### **F. PROCEDURES**

1. The Committee, through the Chair, shall report at least annually, to the Vice-President Finance and Operations and the Vice-President Research, on the work of the Committee during the previous year.
  2. Meetings will be held twice a year in the spring and the fall.
  3. A quorum will be at least half of the voting members of the Laboratory Safety Committee and must include 4 Faculty members and a representative from Occupational, Health Safety and Environment.
  4. The Laboratory Safety Committee conflict of interest policy precludes discussion by the committee member when it pertains to his or her own research projects or affiliated projects. The committee member(s) involved in the project must exit the meeting room while discussion occurs.
  5. The Committee will not approve any proposals unless all proposed work is conducted in accordance with UVic Policies and Procedures as well as all Federal, Provincial, Local and Granting Agency requirements.
  6. At the semi-annual Committee meetings, following deliberation, the Committee will reach consensus on approval and/or recommendation for changes and/or rejection of the applications. If consensus cannot be reached, the decision is made by a two-thirds majority vote with dissenting votes noted in the minutes.
  7. Any applications approved during the interim period between meetings will be summarized for information at the next committee meeting.
  8. The Committee will review and amend the terms of reference as required at the spring meeting.
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## **G. APPEAL PROCESS**

1. Applicants for a proposal or protocol may appeal a decision of the Laboratory Safety Committee if the applicant believes there has been a procedural error.
2. The appeal must be filed in writing to the Chair of the Laboratory Safety Committee outlining the perceived process error within 30 days of receipt of notification of decision from the Laboratory Safety Committee. The Chair of the Laboratory Safety Committee will respond to the applicant in writing with a decision within 30 days of receipt of the appeal.
3. If the applicant is not satisfied with the decision of the Chair of the Laboratory Safety Committee, the applicant will indicate this in writing to the Vice-President Finance and Operations (VPFO) within 30 days of receiving the Chair's decision. The VPFO will consider the submission and respond to the applicant with a decision within 30 days. The VPFO's decision shall be final.
4. Decisions of the Laboratory Safety Committee relating to operational, regulatory, and health and safety considerations of the proposal or protocol may not be appealed and are final, subject to any orders or directives from regulatory agencies.

