LABORATORY AND CHEMICAL SAFETY COMMITTEE CHARTER

Convening Authority and Composition

The President of Northwestern University, upon recommendation of the Vice President for Research, shall appoint a University Laboratory and Chemical Safety Committee. The Committee shall consist of at least nine members, plus ex-officio representatives. The membership shall include the Chemical Hygiene Officer, representatives of the University administration (ex-officio), at least one member representing the research staff, and University faculty with knowledge and experience in the areas of occupational safety and health, laboratory safety, hazardous chemicals and processes, and environmental protection. The chairperson of the Committee shall be appointed by the President of the University or a duly delegated representative. Membership on the Committee shall be rotated so that approximately one-third of the members change each year. Appointments will be for three years.

General Purpose

The Laboratory and Chemical Safety Committee has two main purposes:
1. formulate and recommend to the Vice President for Research policies governing laboratory safety, hazardous chemicals and processes, and environmental protection, and
2. monitor compliance at the University with respect to federal, state, and local regulations, and University policy pertaining to the above.

Specific Requirements

The Laboratory and Chemical Safety Committee shall be responsible for:
1. recommending policies and procedures for occupational and environmental safety and compliance in laboratories and in other workplaces where hazardous chemicals are used, including but not limited to education and training, inspection and compliance, containment, waste disposal, and occupational medicine,
2. reviewing the relevant safety and compliance programs on an annual basis or more frequently if requested by the Vice President for Research,
3. recommending policy development or revision when deficiencies in the safety and compliance programs are noted,
4. reviewing incident reports submitted by the Office for Research Safety as well as any other information or issues pertaining to occupational and environmental safety and compliance in laboratories and in other workplaces where hazardous chemicals are used,
5. establishing subcommittees or ad hoc committees, as necessary, to carry out its overall responsibilities, and
6. maintaining a written record of actions taken by the Committee.
Administrative Procedures

1. The policies and procedures recommended by the Committee and approved by the Vice President for Research shall be carried out by individuals and offices designated by the Vice President.
2. All members of the Committee except ex-officio members shall have voting rights.
3. The Committee shall meet at least quarterly. A meeting must be called by the chairperson at the earliest opportunity if requested by any three members of the Committee, the Chemical Hygiene Officer, or the Vice President for Research.
4. The Committee may recommend disciplinary action in instances where, in its judgment, personnel or property may be endangered or put at risk.
5. Principal Investigators, department heads, center directors, and individuals may appeal the recommendations of the Committee to the Vice President for Research.
6. A quorum shall consist of greater than 50 percent of the voting members of the Committee. At least 2 of the voting members shall be faculty members.
7. Approval of motions shall require a majority of those present.

Amendments to the Charter

This charter may be amended upon three-fourths vote of all the members of the Committee. All recommended amendments become effective upon approval of the Vice President for Research.