



# **University of Central Florida**

## **Laboratory Safety Committee**

**Charter and General Operating Procedures**

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## **PURPOSE**

It is the policy of the University of Central Florida (UCF) to provide a safe environment by eliminating, and when that is not possible, minimizing potential hazards to students, employees, visitors, and the surrounding community. This goal is achieved through education, promoting open communication among all constituencies, and the implementation of safe work practices. An essential element to achieve this goal is the Laboratory Safety Committee (LSC). The LSC has been established in accordance with local, state, and federal regulations and guidelines that promote environmental health and safety, as well as the Campus Safety and Health Policy 3-122.

The main instrument that guides the LSC's mission for providing chemical and laboratory safety is the National Research Council's *Prudent Practices in the Laboratory*. Other notable resources include: the National Fire Protection Agency (NFPA), the National Institute for Occupational Safety and Health (NIOSH), the National Institutes of Health (NIH), the National Toxicology Program (NTP), the Compressed Gas Association (CGA), the American Conference of Governmental Industrial Hygienists (ACGIH), the American Chemical Society (ACS), the American Industrial Hygiene Association (AIHA), the American Institute of Chemical Engineers (AIChE) and other standard-developing agencies under the American National Standards Institute (ANSI).

The LSC serves as an advisory resource for the university administration, research staff, and the university community. The committee provides recommendations and strategies to promote sound health and safety practices for the laboratory use of hazardous materials.

## **DEFINITIONS**

- A. University Administration – The President, the Provost and Executive Vice President, the Vice President for Administration and Finance, the Vice President for Research, the Associate Vice President for Facilities and Safety, and the Chief Compliance and Ethics Officer.
- B. University Community - The students, faculty, and staff affiliated with or employed by the university, as well as visitors.

## **MEMBERSHIP**

### Laboratory Safety Committee Composition

- A. Voting committee members:
  - 1. Eight (8) members from the faculty will serve as subject matter experts and shall be appointed by the Vice President for Research or her/his designee. These voting members shall be selected from departments involved in research requiring the use of hazardous chemicals, and shall include a mix of tenured and non-tenured faculty with technical expertise in laboratory practices. In considering committee membership, an effort should be made to provide representation from the departments supported by EHS laboratory safety program.

2. The Chairperson of the committee will be appointed by the Vice President for Research or her/his designee from among the committee membership.
  3. The Environmental Health and Safety Department (EHS) voting member for the committee will be the Laboratory Safety Coordinator who will serve as the secretary of the committee, or may delegate these duties to a non-voting member.
  4. Members will serve a term of five years and can be reappointed for additional terms.
  5. The appointment of all voting committee members shall include considerations of inclusion and diversity, and shall strive to be representative of the university.
- B. Non-voting members:
1. Any member of the university administration may recommend to the Chairperson individuals who have a special interest and/or expertise to serve as non-voting advisors to the committee.
  2. The Chairperson may also recommend individuals who have a special interest and/or expertise to serve as non-voting advisors or ad hoc consultants to the committee.

## **PROCEDURES**

- A. The Laboratory Safety Committee's responsibilities include the following program evaluations, reviews, guidance, and recommendations to the Director of Environmental Health and Safety:
1. Evaluate the chemical safety aspects of university programs involving the use of hazardous chemicals for research and teaching purposes under the provisions outlined in the University Campus Safety and Health Policy, as well as the University Laboratory Safety Manual.
  2. Review, recommend, and disseminate information regarding special conditions, requirements, and restrictions that may be necessary for the safe handling of laboratory chemicals. For example, the committee may recommend students, staff and researchers to upgrade facilities, designate areas in the laboratory for special activities, post additional caution signs, use special disposal methods and procedures, and require specific procedures to be followed after contamination events or incidents.
  3. Review emergency procedures for accidental spills and personal contamination periodically.
  4. Recommend remedial actions when safe procedures are not followed or when improper procedures are utilized that are not in compliance with regulatory requirements, university policy or the Laboratory Safety Manual.
  5. Report on outcomes regarding communications with department chairpersons, authorized users and other academic or administrative officers advising of changes in rules and recommendations from agencies concerned with chemical safety.
  6. Conduct audits of the Laboratory Safety Program on a periodic basis as determined by the committee. The audit shall include a review of the overall effectiveness of the

program. An audit report shall be presented to, and discussed with, the Director of Environmental Health and Safety.

**B. Committee Chair Responsibilities:**

1. Advising the Institutional Safety Council on behalf of the LSC for specific program needs.
2. Planning agendas and calling meetings to order.
3. Other task associated with effective functioning of the committee.

**C. Meetings:**

1. The committee shall meet at least two ( 2 ) times during the academic year.
2. A quorum of five (5) members shall be required to conduct business of the committee; five (5) department units and four (4) faculty members must be represented for a vote, and a simple majority is required for a vote to pass. Voting may be conducted via email.
3. Members will not have voting rights when involved in a review process of her or his project and/or program.
4. Alternate members will be selected as needed and approved by the chair/director of their respective department.
5. The Laboratory Safety Coordinator shall schedule meeting location, date, and time.
6. The Laboratory Safety Coordinator shall be responsible for keeping and distributing the minutes of the meetings to committee members and the university administration.

**D. Any member of the university laboratory community can bring safety concerns or requests for variance from established laboratory safety policies, to the LSC by submitting them to the EHS Director.**

**RELATED DOCUMENTS**

UCF Regulation UCF-1.014 University Committees  
UCF Policy 3-122 Campus Health and Safety Policy  
Environmental Health & Safety Department Policies and Procedures  
UCF Laboratory Safety Manual

**INITIATING AUTHORITY**

The Vice President for Research

Approved By:	Date Approved:
<hr/> <p>Winston Schoenfeld Ph.D. Interim Vice President for Research University of Central Florida</p>	