
Terms of Reference

Mission

To regularly review and to provide coordinated advice and recommendations to the university community on all laboratory activities, including work with, chemical, and biological materials.

Authority

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 policies of Joint Occupational Health & Safety Committee in the context of the university's responsibilities in the areas of laboratory safety.

Mandate

- 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 members of the university 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 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.

Membership

- Two representatives of the College of Arts, Social, and Health Sciences
- Two representatives of the College of Science and Management
- One representative of the Northern Medical Program
- One representative of the Wood Innovation & Design Laboratory
- One representative of the Northern BC Graduate Students' Society

- One representative of the Northern Undergraduate Students' Society
- Northern Health Sciences Research Facility Coordinator

One of the representatives from CSAM or CASHS shall have expertise in the biological sciences

Non-voting

- Biosafety Officer
- Assistant Biosafety Officer
- Chemical Safety Officer
- Assistant Chemical Safety Officer
- Safety Manager
- Recording Secretary

Chairperson: The committee chairperson shall be selected on a voluntary basis each September. Secretary services shall be provided by the Risk, Safety & Security Office.

Selection of Members: Representatives are selected on a voluntary basis.

Terms of Service: Representatives are asked to make a two-year commitment to the committee.

Meetings

Frequency: Meetings shall be held at least quarterly or more frequently if there is appropriate business to conduct.

Quorum: At least 5 members with voting privileges. Meetings where quorum is not met shall be conducted as 'information sessions' only.

Voting: Decisions are to be made by consensus or by a simple majority vote of the members present, provided that there is a quorum. In case of lack of a quorum the voting may be done by e-mail with sufficient response to constitute a quorum.

Reporting: The committee shall submit a yearly report in February of its activities to the UNBC Joint Occupational Health and Safety Committee.

Chair is also to sit as a member of the Joint Health and Safety Committee.