

SF STATE LABORATORY SAFETY COMMITTEE **CHARTER**

Mission

The mission of the San Francisco State Laboratory Safety Committee (hereinafter referred to as “LSC”) is to assure the safe procurement, storage, acquisition, use and disposal of hazardous materials used in laboratories and shops.

The LSC is responsible for disseminating, implementing and enforcing SF State’s Chemical Hygiene Plan and for establishing environmental, health and safety policies in accordance with federal, state, CSU and SF State policy and regulations and best practices.

Authority

The LSC is established by the authority of the President of San Francisco State University.

The LSC is delegated primary responsibility for safety in SF State laboratories and shops, including the personal safety of the instructional, research, skilled and support workers and students who use them.

Responsibilities

The SF State LSC acknowledges its responsibility to develop policies and practices for the safe procurement, storage, acquisition, use and disposal of hazardous materials used in laboratories and shops, to ensure appropriate emergency response to incidents involving hazardous materials, and to educate the campus community about the safe use of hazardous chemicals in research, teaching, and public service activities.

As such, LSC responsibilities include:

1. Implementing policies and procedures to ensure the health and safety of students, faculty, staff and visitors, including exercising appropriate campus enforcement strategies in compliance with portions of:
 - Federal, state and local regulations
 - CSU and SF State policy and best practices
 - SF State Injury and Illness Prevention Program (IIPP)
 - SF State Chemical Hygiene and Hazard Communication Programs

- SF State Hazardous Materials and Waste Management Program
- SF State procurement policies and procedures

that pertain to laboratory and chemical safety.

2. Disseminating LSC policies and procedures and educating the campus community about them as appropriate.

Overseeing the development and implementation of educational programs related to chemical safety.

3. Oversight over the development, maintenance and ongoing review of appropriate chemical hygiene plans to encourage appropriate SF State chemical safety practices and reasonably minimize the chances of adverse personal health and/or property events/exposures/losses while supporting the overall mission of the University via appropriate engineering controls and work practices; making plans available to the campus community; and, recommending updates to the plans, as appropriate.
4. Review and update the LSC Guidelines annually.
5. Provide an annual summary report to the president concerning: current and recent LSC activities and programs; significant campus events/incidents during the prior year; and, advising the president as to the strategic direction and goals of the LSC.
6. Ensure that SF State personnel comply with appropriate chemical safety training requirements.
7. Upon advice and consultation with the SF State Chemical Hygiene Officer, review the use of hazardous chemicals at the University as appropriate.

Review and prescribe special conditions, requirements, and restrictions as necessary for safe handling of hazardous chemicals.

8. Examples of LSC activities may include, but are not limited to:
 - Requiring students, staff, faculty and administrators to take subject matter related tests or examinations;
 - Requiring employee physical examinations (e.g., blood test, urine test, respiratory protection) as per federal and state regulations;

- Approving facility upgrades (chemical fume hoods, safety equipment. . .) or the use of alternate locations/labs when necessary to protect the health and safety of the SF State community;
 - Designating special areas of use within laboratories and requiring the use of special handling procedures;
 - Posting of appropriate informational and warning web advisories and/or physical signs;
 - Requiring the use of special disposal methods and requiring special procedures following contamination events or incidents;
 - Initiating appropriate disciplinary processes, as appropriate, upon advice and consultation with the associate vice president for Human Resources, regarding instances where personal safety and/or property are unreasonably endangered or put at risk;
9. Review periodic and ad hoc reports from SF State Environmental Health and Safety and provide advice and/or guidance regarding matters such as:
- Exposures of individuals to hazardous chemicals;
 - Loss or theft of hazardous chemicals;
 - Status of certifications of chemical fume hoods; and
 - Records of hazardous waste disposal.
10. Recommend and/or initiate appropriate remediation strategies when safe procedures are not followed or where department procedures are found to violate government regulations and/or CSU or SF State Policy.

When deemed necessary to protect the health, safety or welfare of the SF State community, the remediation strategies may include temporary or permanent rescission of authorizations or confiscation of hazardous chemicals.

11. Maintain records of meeting minutes, protocol reviews, and other documents related to use of hazardous chemicals and the committee's work.

Membership and Decision Making

The SF State LSC is co-chaired by the Provost and Vice President, Academic Affairs and the Vice President and CFO, Administration and Finance.

The committee shall consist of the following voting members, including:

- Member - Vice President and Provost, Academic Affairs
- Member - Vice President and CFO, Administration and Finance
- Vice President, ORSP
- Vice President, Business Operations
- Dean, College of Science and Engineering
- Dean, College of Liberal and Creative Arts
- Dean, College of Health and Social Sciences
- SF State Chemical Hygiene Officer
- SF State Radiation Safety Officer
- SF State Laser Safety Officer
- SF State Biosafety Officer
- Director, Environmental Health and Safety
- Chair, Chemistry Department
- Chair, Biology Department
- Chair, Engineering Department
- Director RTC
- Manager - Risk Management
- University Auditor

In cases where one person serves in multiple roles/positions as described above, that person shall only have one vote in committee affairs.

The Committee shall meet quarterly. The committee shall not meet without both Member Vice Presidents or their designated alternates present. Committee members sending alternates to meetings shall indicate in writing what authority their alternates have to vote on specific agenda items.

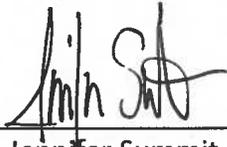
All matters of policy shall be determined through a vote by the LSC, upon a quorum and simple majority vote. A quorum is greater than 50% of the committee membership.

No member of the LSC may be involved in the committee's review and approval of a program or project in which the member has been, is, or expects to be engaged or in which the member has professional or financial interests, except to provide information as requested by the LSC, or as explicitly requested and approved by the LSC.

LSC members are appointed for a one-year term by the member Vice Presidents. The member Vice Presidents may reappoint committee members to serve unlimited consecutive terms. The member Vice Presidents may revoke committee membership of LSC members at any time.

Upon mutual agreement, the member Vice Presidents may reform, revise or modify the LSC structure, membership, guidelines and rules in support of the SF State University mission or strategic objectives, at any time.

The LSC may vote to include additional, non-voting faculty members to the committee, in order to reasonably and adequately understand and represent the value and diversity of laboratory classes and research. Such non-voting members may be nominated by any LSC member, and are appointed upon a majority vote, to a one-year term. The terms of non-voting members may be ended at any time, upon a majority vote of the LSC or at the discretion of the member Vice Presidents.

Approved: 

Dr. Jennifer Summit
Interim Vice President and Provost
Academic Affairs

11/14/16
Date

Approved: 

Ron S. Cortez
Vice President and CFO
Administration and Finance

11/16/14
Date