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| **Environmental Health & Safety Policy Manual** | | |
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| **Laboratory Safety Committee Charter** | | |

**1.0 PURPOSE:**

This charter document defines the membership and responsibilities of the Laboratory Safety Committee at Louisiana State University Health Sciences Center New Orleans.

**2.0 SCOPE:**

The Committee is charged with fostering and ensuring a culture of laboratory safety on campus. The Committee will assess the adequacy of existing training and other protections related to laboratory safety; and ensure the university’s compliance with federal and state regulations and University policies regarding laboratory activities.

**3.0 RESPONSIBILITIES:**

* Serve as a forum to gather and address laboratory safety concerns, and to keep the LSUHSC community informed of new or proposed changes to laboratory safety regulations.
* Review safety/health policies and training established by the University pertaining to laboratory safety not within the purview of the Institutional Biosafety and Radiation Safety Committees.
* Review incidents involving work-related fatalities, injuries, illnesses and near misses related to laboratory safety.
* Review summary reports from Environmental Health and Safety laboratory inspections and make recommendations to improve compliance.

**4.0 MEMBERSHIP**

* Executive Director, Office of Research Services, Chairperson
* Associate Dean of Research, School of Medicine
* Associate Dean of Research, School of Dentistry
* Executive Director, Environmental Health and Safety
* Chemical and Biological Safety Officer, Environmental Health and Safety



**5.0 MEETINGS AND MINUTES**

The committee will meet no less than twice annually. Meeting minutes will be maintained by Environmental Health and Safety for a minimum of six years and will include:

* Date, time, and location of meeting.
* Members present.
* Report of actions taken as a result of previous meetings.
* Summary of deliberations and discussions, and recommended action items. • New business.