



Environmental Health & Safety Policy Manual		
Issue Date: 12/08/2009	Updated: 12/12/2013	Policy #: EHS-200.01
Chemical Safety Committee Charter		

1.0 PURPOSE:

This charter document defines the membership, authority, responsibilities and operating rule of the Chemical Safety Committee at Louisiana State University Health Sciences Center (LSUHSC).

2.0 SCOPE:

The Committee will address issues related to the safe receipt, use, storage, and disposal of hazardous materials at LSUHSC. The Committee will also function on behalf of the University to ensure compliance with current federal, state, and local regulations concerning hazardous materials.

3.0 RESPONSIBILITIES:

3.1 Chemical Safety Committee shall:

- Report to the Executive Committee for Environmental Health and Safety.
- Ensure that LSUHSC operations are in compliance with all chemical safety regulations.
- Serve as a forum to gather and address chemical safety concerns.
- Serve as a forum to keep the LSUHSC community informed of new or proposed changes to chemical safety regulations.

3.2 Chemical Safety Committee Chair shall:

- Hold quarterly Committee meetings and develop meetings agendas.
- Work with the Chemical Safety Officer to ensure that the Environmental Health & Safety Department implements the directives of the Committee.
- Provide technical support as required.



3.3 Chemical Safety Officer shall:

- Assist Committee Chair with development of meeting agendas.
- Record and disseminate meeting minutes.
- Inform the Committee of any significant chemical safety incidents/violations and overall trends and recommend action.
- Perform periodic inspections of laboratories and other operations that use chemicals.

4.0 IMPLEMENTATION:

4.1 Membership

- Dr. Thomas Lallier, Chairperson
- Dr. Reynaldo R. Gonzalez
- Dr. David Worthylake
- Dr. Lawrence Broussard
- Dr. Li Shen
- Mr. Robert Fahey
- Mr. Taylor Kriete

4.2 Frequency of Meetings

The committee will meet no less than quarterly.

4.3 Minutes

Meeting minutes will include:

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

5.0 RECORD KEEPING:

Meeting minutes will be maintained by EH&S for a minimum of six years.