



THE UNIVERSITY OF WINNIPEG

Science Laboratory Safety Subcommittee (SLSS) Terms of Reference

**Accepted: May 22, 2014 meeting of the SLSS
Amended: February 25, 2020 meeting of the SLSS**

Role

The University of Winnipeg Science Laboratory Safety Sub-Committee is a committee of the University Workplace Safety and Health Committee. The Science Laboratory Safety Sub-Committee shall, in conjunction with the Workplace Safety and Health Committee, provide assistance to laboratory personnel in the identification, documentation, examination, evaluation, and resolution of health and safety concerns related to teaching and research laboratories at the University and work performed therein. The Science Laboratory Safety Sub-Committee is advisory to the Workplace Safety and Health Committee and in conjunction with the Safety Office provides the following functions:

- At the call of the Chair, reviews operational guidelines that are common to all laboratories. These guidelines may include workplace inspection guidelines, templates, schedules (e.g. for shower and eyewash stations), safe work procedure or protocols, fume hood and biosafety cabinet recertification, training schedules, etc.;
- Reports incidence of non-conformances to the Safety Office for follow up and action;
- Participates in and performs internal and external lab inspections to identify hazards or non-conformance, as requested by the Workplace Safety and Health Committee;
- Perform reviews of relevant inspection findings where necessary; the review will be limited to discussions relevant to prevalence of non-compliance or patterns of non-compliance, follow-up to corrective action and recommendations for resolution.
- Reviews reports related to laboratory activities, incidents, and interventions in laboratory areas and recommends corrective actions when indicated;
- The Chair reports its activities to the University Workplace Safety and Health Committee, the Vice-President, Research and Innovation and the Dean of Science and Chairs of the relevant Departments
- The Safety Office is responsible for maintaining records related to lab safety issues including, but not limited to: minutes of meetings, inspection

records, incident reports, training and other relevant activities of the Committee.

- Participates in workgroups as required to discuss specific issues/concerns/guidelines/processes.
- Makes recommendations to the Workplace Safety and Health Committee as appropriate.

Membership

1. Voting members

The following members and their alternates are considered department representatives. In the absence of nomination from employee group, members are appointed by the Vice-President, Research and Innovation and the Dean, in consultation with department Chairs.

a) One (1) AESES support staff member who is actively working in laboratories, and one (1) faculty member who is principal investigator in a research lab from each of the following departments:

- Department of Chemistry
- Department of Biology
- Department of Physics

b) One (1) AESES support staff/faculty member who is actively working in laboratories from each of the following faculty/departments/centres:

- Faculty of Education
- Department of Anthropology
- Department of Environmental Studies and Sciences
- Department of Geography
- Department of Kinesiology and Applied Health
- Department of Psychology
- Centre for Forest Interdisciplinary Research (CFIR)
- Centre for Terrestrial and Planetary Exploration (CTAPE)

c) One (1) graduate student who is actively working in laboratories and/or an alternate from the Department of Biology

d) One (1) support staff/faculty member from the Collegiate, appointed by the Dean of the Collegiate

e) One (1) support staff member from Physical Plant, appointed by the Director of Physical Plant

2. Non-voting members

Lab Safety Officer
Manager, Safety and Health

3. Alternates

Each department must register an alternate Science Laboratory Safety Sub-Committee member (of each type, as applicable) for the purpose of attending meetings in the event that the regular member(s) of the Committee from their department is/are unavailable.

4. Chairperson

The Associate Dean of Science will be the Chair of the committee. The members of the Committee shall choose one of their members to act as Vice-Chair, in the event of the Chair's absence.

Resources

In the course of identifying, examining, and evaluating health and safety issues, the Science Laboratory Safety Sub-Committee may recommend assistance from other individuals or services within or external to the University of Winnipeg. (e.g. Fire Officers, Safety Officers from Workplace Safety and Health Division, University of Winnipeg Director of Emergency Preparedness.)

Term

Two years renewable

Quorum – Quorum shall be reached when 70% of committee members are present at a meeting. This Subcommittee will make its recommendations through consensus. A simple majority of committee members present at a meeting is sufficient to form a consensus.

Meetings

The Science Laboratory Safety Sub-Committee shall meet at the call of the Chair but not less than 4 times a year. Meetings will be no less than 3 weeks prior to the Workplace Safety and Health Committee meeting. Additional meetings may be called at the discretion of the Chair.

Reporting

The representatives from these areas/departments will be responsible for ensuring that any written guidelines/procedures and/or policies discussed at the

subcommittee meetings are forwarded to their Department Chair(s) to obtain consultation or feedback from the Department. The Department Chairs will then ensure that information is provided to their department for consultation purposes. Chairs, upon obtaining consultation from their members, will then prepare the department's feedback to the subcommittee.

The Chair of the Science Laboratory Subcommittee will send the final draft to the Department Chairs, Deans, and the Workplace Safety and Health Committee for final review and approval prior to departmental implementation.

The Science Laboratory Safety Sub-Committee Chair shall be responsible for ensuring that issues are communicated to the Workplace Safety and Health Committee for further consideration where required.

Minutes of meetings will be distributed by the Chair to the members, Department Chairs, Deans and Vice-President, Research and Innovation, for information and or action.

Notations/Definitions:

Policies: A written document setting the basic principles, formulated and enforced by the Board of Regents, to direct and limit actions in pursuit of long-term goals. A policy is applicable to all the University of Winnipeg.

Guidelines: A written document that serves to guide one's actions to ensure regulatory compliance. For example, appropriate and safe storage of flammable materials, appropriate timeframe to inspect eyewash stations, etc.

Procedures: Procedure is a document written to support a "Policy Directive". A Procedure is designed to describe Who, What, Where, When, and Why by means of establishing corporate accountability in support of the implementation of a "policy".

Safe Work Procedure: a set of actions or operations which have to be executed in the same manner in order to achieve intended results under the same circumstances.