

University of Winnipeg Biosafety Committee

Terms of Reference

 THE UNIVERSITY OF WINNIPEG	Date: 2015-03-15 Revision #: 2 Revision date: 2022-01-19 Written by: Melanie Gregg Reviewed by: Biosafety committee
Pages: 3	

Role

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

- Advises on the safe use of biological materials, agents and other sources of biological hazards, and prescribed equipment such as Biological Safety Cabinet (BSC), autoclaves etc.
- Develops, reviews, updates, and maintains Biosafety policies, procedures, and training applicable to the Biosafety of laboratory personnel and students.
- Ensures conformance with Biosafety policies and procedures.
- Performs internal inspections annually to identify hazards and reviews findings of these inspections.
- Reviews reports related to laboratory activities, incidents, inspections, and non-conformances in laboratory areas. Recommends preventive measures and corrective actions for non-conformances.
- Reviews Biosafety Permit applications and assigns deadlines for conformance.
- Issues Biosafety Permits to monitor and control the use of all biological materials.
- Reports its activities to Science Lab Safety Subcommittee through Chair.
- Reports as required to the Associate Vice-President, Human Resources.
- Reports to the research office if the permit is not in good standing.

Membership

1. Voting members

Biosafety Committee shall be comprised of a minimum of seven (7) staff/faculty members knowledgeable in the use of bio hazardous materials. Members whose application is currently being reviewed shall recuse themselves from voting on that item.

2. Non-voting members

Manager, Safety and Health
Biological Safety Officer
Committee Chair

3. Alternates

Each Committee Member is encouraged to register an alternate Biosafety Committee Member in the event that the regular member of the Committee is unavailable.

4. Chairperson

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

Term

Three years renewable for Committee Members.

Quorum

The attendance of one-half (1/2) of the voting Members will constitute quorum.

Meetings

The Biosafety Committee shall meet twice a year (April and November) and when there is appropriate business to conduct.

Special meetings may be called by the Chair, or the Vice-Chair, for discussing the issues pertaining to lab incidents, permit applications and revocations, or circumstances requiring immediate consideration.

Reporting

1. The Chair shall be responsible for ensuring unresolved issues are communicated to Vice-President, Human Resources and the Science Lab Safety Subcommittee for further consideration.
2. Meeting minutes will be distributed to the Committee members through the Chair.
3. The Biosafety Committee Chair shall submit meeting minutes to the Manager, Safety and Health to maintain on file.