

**Villanova University**  
**Laboratory Safety and Chemical Hygiene Committee**

**Charter**

Issued April 1, 2017

**Office of the Associate Vice Provost for Research**  
**Environmental Health and Safety**

***Purpose***

It is the policy of Villanova University (Villanova) to demonstrate respect and care for the health and well being of people and the environment in everything that we do. Safety is more than a priority, as priorities can change; safety is a fundamental value. Therefore Villanova is committed to maintaining a safe and healthy work environment for its students, faculty, staff, and visitors by cultivating a culture of safety; each University member is expected to utilize safe work practices, collaborate with others to create a safe working and learning community, and comply with University safety policies.

The purpose of the Laboratory Safety Committee (LSC) is to foster and ensure a culture of laboratory safety on campus. The LSC will focus on general laboratory and chemical safety. Other university committees address biological (Institutional Biosafety Committee), radiological (Radiation Safety Committee), and animal care (Institutional Animal Care and Use Committee) hazards.

***Duties and Responsibilities***

Committee activities will focus on laboratory and chemical-related accident/incident prevention, preparedness, and response. In support of the Committee will:

- Oversee implementation of the University Chemical Hygiene Plan.
- Identify and evaluate potential hazards associated with research and teaching activities in the laboratory environment.
- Contribute to development of University policies and procedures related to laboratory and chemical safety and assist in their timely and consistent implementation.
- Work to ensure that state and federal requirements and standards are met regarding personal safety, hazardous material usage and storage, and physical hazards in the laboratory.
- Assist in definition of training programs and jointly champion training initiatives related to laboratory safety.
- Review student and occupational injuries and illnesses related to laboratory work.
- Review regulatory agency reports that relate to laboratory or chemical safety or environmental issues that result from laboratory work.

## ***Membership***

The LSC shall include:

- One member (faculty or staff) from each department that stores or utilizes chemicals or hazardous materials (at a minimum those listed below), appointed by the Department chairpersons. If possible at least two committee members should be tenured or tenure track faculty.
  - Biology
  - Chemical Engineering
  - Chemistry
  - Civil and Environmental Engineering
  - Geography and the Environment
  - Mechanical Engineering
  - Physics
  - Psychology
- Members of the Environmental Health and Safety Department:
  - Lab safety coordinator
  - Director

A representative of the Associate Vice Provost for Research may be selected to serve at the Vice Provost's discretion.

Anyone working in a laboratory setting is welcome to attend meetings of the committee or to join the committee with approval of her/his department chair.

Those nominated for membership should be knowledgeable regarding laboratory research and practices, chemicals and their hazards, etc. A member who misses four consecutive meetings may be replaced on the committee, at the discretion of her/his department chairperson.

## ***Committee Operation***

The LSCHC will meet monthly throughout the year. A schedule of meetings will be published by December 1 for the following year. Each year, at the September meeting, the Department chairperson-nominated members will be confirmed for the upcoming academic year.

Key issues brought forward and decisions made will be documented via email to the committee membership after each meeting and archived using the website of the Department of Environmental Health and Safety. Committee members are expected to share this information with their departments and to inform the Committee of safety issues raised at a department level.

In general, committee decisions will be made by mutual accord. However, should a vote be required, a quorum will consist of more than fifty percent of the membership. When more than one person serves from a single department, they will, together, comprise one vote.