

The only official copy of this document is the one on-line.

Brookhaven National Laboratory Chemistry Department	Date: 1/22/2015 Rev. 1	Approved By: D. Cabelli Operations Coordinator
Subject: Chemistry Department Safety Committee	Prepared By: D. Cabelli Reviewed By: Chemistry Department Safety Committee Members	

## CHEMISTRY DEPARTMENT SAFETY COMMITTEE

### Charge

The Chemistry Department Safety Committee shall assist the Chair in formulating and disseminating Chemistry Department Policy with respect to Environmental, Safety, Security and Health issues and Work Planning processes.

### Membership

- The Chemistry Department Chair appoints members of the Chemistry Department Safety Committee and appoints one of the members of the Safety Committee as Chair.
- The Chemistry Department Safety Committee includes members of the Chemistry Department appointed on a rotating basis. The term is generally 3 years.
- The committee will be no less than 8 people.
- The Operations Coordinator, the Research Space Manager, the Environmental Compliance Representative, the Facility Support Representative and the Safety and Health Services Department (SHSD) Representative are members of the committee.
- The makeup of the committee will reflect the makeup of the Chemistry Department.
- Members of the Administrative Staff and Post-doctoral research associates may be included on Tier I teams periodically for the informational/learning experience.
- The Operations Coordinator will serve as the interim Safety Committee Chair as needed.

### Roles and Responsibilities

- Quarterly Tier I inspections shall be performed by members of the Chemistry Department Safety Committee. Each inspection shall include at least two committee members. One member of the Tier I inspection team must be a member of the Chemistry Department. One member of the Tier I inspection team must be OSHA trained. The Chemistry Department Facility Support Representative/Technician, Environmental Compliance Representative and SHSD Representative should accompany all inspection teams.
- The Chemistry Department Chair and the Basic Energy Sciences Associate Lab Director will be notified of the Tier I schedule.
- The Chemistry Department Safety Committee will meet no later than fourteen days after a quarterly Tier I inspection has been completed.

- The meeting will be chaired by the Chair of the Safety Committee or delegate. Issues found on the inspection will be discussed at the meeting.
- The Committee will review the status of the corrective actions that it had proposed on previous Tier I inspections and will take any necessary follow-up actions, including forwarding specific memos to the department chair regarding repeatedly uncorrected items as is deemed necessary.
- The Chair of the Safety Committee will send a report from the Safety Committee to the entire Chemistry Department within one month of the Safety Committee meeting, discussing findings of the Tier I inspection and any additional issues brought up at the meeting.
- The Safety Committee will review all ES&H issues brought to the Safety Committee by members of the committee and other members of the Chemistry Department as well as general Chemistry Department safety and training issues.
- The Safety Committee will review all accidents and occurrences in the past quarter. In addition, members of the Safety Committee will aid in accident investigations as requested by the Safety Committee Chair, the Operations Coordinator, or the Chemistry Department Chair.
- The Safety Committee will provide a forum to discuss department member safety concerns by bringing up issues from the staff at the quarterly meeting, or at other times as needed, and forward memos to the department chair and lab management as necessary.