

# UBC Advisory Committee on Chemical Safety

## Terms of Reference

### Overview

The UBC Advisory Committee on Chemical Safety is being established to provide direction and support to the implementation of safe work practices associated with the use of hazardous chemicals. The committee will enhance effective communication and advocate for safe chemical practices and concerns of local safety committees. The Advisory Committee will facilitate the systematic exchange and accessibility of information and experiences which are relevant to planning, implementing, evaluating, and coordinating the sound management of chemicals.

### Membership

- i) The Vice-President Research and International will appoint the members of the Chemical Advisory Committee. Appointments will be for three years with the possibility of renewal.
- ii) The Vice-President Research and International will appoint the Chair of the Chemical Advisory Committee for a three-year term with the possibility of renewal. The Vice-President Research and International will appoint an Associate Chair of the Chemical Advisory Committee who may act as the chairperson in the absence of the Chair.
- iii) The Chemical and Radiation Safety Advisor, Risk Management Services, will be a non-voting member of the Committee.
- iv) The Vice-President Research and International may invite representatives of non-UBC organizations of relevance to chemical safety (e.g. WorkSafe BC) to be non-voting members of the Chemical Advisory Committee.
- v) A quorum will comprise a minimum of \*\* voting members of the Chemical Advisory Committee. Decisions will be made by majority vote and the Chair shall vote in decisions.

### Mandate

Under the authority of the Vice-President, Research, the committee is authorized to:

- i) Review and report to the Vice President Research and International, policies and guidelines for the use of chemicals by all faculty, staff and students of the University.
- ii) Advise on current and future needs for the safe handling of chemicals from the time they are purchased to the time they are processed for recycling or disposal. This should include but not be limited to: transportation, storage, workplace safety, transferring of materials and effluents.
- iii) To review new legislation related to chemical hazards, environmental issues and waste management, and to assess the impact on the University.

### **Duties and Responsibilities**

The responsibilities of the committee include:

- i) Ensuring that all persons involved in the handling of radioisotopes have adequate training and experience enabling them to perform their duties safely and in accordance with the regulatory requirements.
- ii) Ensuring that equipment and facilities used with hazardous chemicals are in compliance with WorkPlace BC OHS regulations;

As authorized by the University, the committee shall:

- i) Oversee chemical safety on behalf of the University;
- ii) Advise the University and the Chemical Safety Advisor on chemical safety matters,
- iii) Assess the adequacy, in terms of the contents and schedules for delivery, of the institutions' programs to train staff and workers in the safe use and handling of hazardous chemicals
- iv) Review the results of internal inspections of facilities, premises, equipment, and work practices that assess whether hazardous chemicals are used safely in research activities;
- v) Review reports concerning any incidents or unusual occurrences at the institution that involved hazardous chemicals;
- vi) Require corrective measures or improvements be implemented when review or assessment identifies deficiencies in a proposal, program, practice, procedure, equipment, record or report;
- vii) Require measures or improvements be implemented to prevent recurrences of any incidents that exposed staff or workers to hazardous chemicals.
- viii) Advise management of any perceived need for additional resources to establish, maintain or improve Chemical Safety Programs; and
- ix) Maintain written records of Committee activities, decisions, advice and recommendations concerning radiation safety, including details of meetings and reviews of data, reports, programs, procedures, circumstances, incidents or unusual occurrences.

### **Committee Meetings**

The committee will schedule meetings twice each year to be held in the spring and fall months. Additional meetings may be called at the request of the Chair.

Minutes of all committee meetings, once approved by the committee and signed by the Chair are submitted to the Vice -President Research and International

### **Reviewing Terms of Reference**

The terms of reference of the Advisory Committee on Chemical Safety shall be periodically reviewed and amended by the University as may be required.

**Document Reviewed: June, 2014**



### **UBC Advisory Committee on Chemical Safety**


**TS June 2014**