

PSU Chemical Hygiene Committee Charge and Duties

Purpose

The purpose of the Chemical Hygiene Committee (CHC) shall be to oversee the Chemical Hygiene Plan, that lays out laboratory work practices, policies, and procedures intended to minimize hazardous chemical exposure to students, staff and faculty. The CHC makes recommendations, guidelines and policies to ensure lab safety programs meet the requirements of:

- Occupational Safety and Health Administration (OSHA) 'Laboratory Standard', 29 CFR 1910.1450
- The Oregon OSHA, Occupational Exposure to Hazardous Chemicals in Laboratories, OAR 473-002-0360
- The Oregon DEQ, Hazardous Waste Management Rules, OAR 340-101 and 40 CFR, Part 261
- The Oregon State Fire Marshall applicable rules, Chapter 837 Division 90 and Chapter 837 Division 12

Charge of the Committee

The CHC, in collaboration with the Office of Research and Graduate Studies (RGS), College of Liberal Arts & Science (CLAS), College of the Arts (CoTA), Maseeh College of Engineering and Computer Science (MCECS) and Environmental Health & Safety (EHS):

- Develops, implements and reviews PSU's Chemical Hygiene Plan.
- Provides advice on issues related to the implementation of:
 - the Chemical Hygiene Plan (CHP)
 - effective laboratory safety program
 - laboratory safety training
 - field work safety
- Reviews campus incidents and best laboratory practices related to research and teaching use of hazardous and toxic substances. Makes appropriate recommendations for changes in standard laboratory practices and procedures.

Responsibilities

- Develops and suggests recommendations, guidelines and policies for laboratory safety standards, training and incident response
- Periodic review of the CHP.
- Periodic review of recent laboratory accidents/incidents and audit/inspection findings.
- Review and approve all lab site-specific standard operating procedures upon request.
- Coordinates with departmental safety committees (such as the Chemistry Safety Committee) and EHS.
- Periodic laboratory safety assessments and guidance.

Membership

The CHC shall be composed of faculty members, staff, and graduate students from departments that use hazardous and toxic substances, as well as the Chemical Hygiene Officer (CHO). These members will act as a liaison to their respective departments on lab safety matters.

The committee will be composed of (at least) one member from each of the following:

Department of Chemistry
Department of Biology
Department of Environmental Science and Management
Department of Geology
Department of Physics
College of the Arts
(At least one) Maseeh College of Engineering and Computer Science

The committee shall include the following ex-officio members:

- Chemical Hygiene Officer (EHS)
- Laboratory Safety Specialist (EHS)
- Member(s) from RGS

Each department (excluding the ex-officio members) will have one vote to contribute, even if there is more than one member of the department on the committee. The chair will also be able to contribute a vote and/or act as a tiebreaker in the case there are only an even number of voters. A quorum will be met if at least four of the represented departments have representatives present.

The committee shall nominate a member currently serving on the committee and then elect a Chair. The Chair must be willing to serve and will serve for a minimum of two years. Renewal upon a vote by the committee.

The committee/Chair will appoint a secretary. The responsibilities of the secretary include, but not limited to: compiling the meeting minutes, scheduling meetings and writing the agenda (with guidance from the Executive Committee).

CHC members shall serve a minimum of two years.

Chair Responsibilities

- Chair is appointed by the committee
- Chair directs meetings
- Chair works directly with committee members, Research Integrity, Institutional Officials and Investigators (with goal of chemical safety)
- Chair is involved in/directs review process and assigns members to review new and existing lab and field safety protocols/Chemical Hygiene Plan
- Chair can call special meetings, or designate sub-committee
- Chair may be asked to speak directly with department chairs and science department faculty (meetings) in order to convey the importance of new protocol/policy and receive feedback to bring to the CHC.

Executive Committee

The Executive Committee shall be composed of the appointed committee Chair and Secretary, as well as any other current EHS members, CHO, and/or Chemistry Stockroom staff. This committee meets to perform administrative duties for the CHC, including:

- Preparing the Agenda for CHC meetings
- Performing an initial review of all proposed documents that will need committee approval
- Reviewing incidents prior to presentation to the full committee