



# Environmental Health and Safety Committee, Chemical Safety Committee, Institutional Biosafety Committee, and Radiation Safety Committee

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## I. Introduction

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This regulation establishes the University's Environmental Health and Safety Committee, Chemical Safety Committee, Institutional Biosafety Committee, and Radiation Safety Committee. These committees exercise advisory and other stated responsibilities for the Biological, Chemical, Environmental, Fire, Accident, Industrial Hygiene, Occupational Health, and Radiation Safety programs of the University. The Committees function within the context of established external regulations, University policies, and recognized standards for the safe conduct of operations.

## II. Membership

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- A. The Committee members are appointed by the President. The Committees report to the Executive Vice President for Finance and Administration with an advisory relationship to the Director of Environmental Health and Safety.
- B. The Committee memberships shall be composed of appointed and *ex officio* members to include faculty, staff, student, and external representation, and the chair of each shall be designated by the President.
- C. Committee members, other than those with student or *ex officio* status, shall have staggered three-year appointments.

### III. Responsibilities

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#### A. The Environmental Health and Safety Committee shall:

1. Recommend to the Executive Vice President for Finance and Administration the establishment and charges for additional committees as necessary.
2. Recommend policies and procedures for the Biological, Chemical, Environmental, Fire, Accident, Industrial Hygiene, Occupational Health, and Radiation Safety programs that shall provide for safety and health and shall comply with regulatory requirements.
3. Recommend educational and training programs that shall prepare members of the University community to comply with environmental and safety policies, procedures, and regulations.
4. Review as required by policies or regulations, but at least on an annual basis, reports on the amount and type of radioactive and hazardous materials acquired, used and disposed of by the University.
5. Review, on a timely basis and specifically as required by policies or regulations, reports of any incidents or violation of policies or procedures where radioactive or hazardous materials are involved.
6. Review, as required by policies or regulations but at least on an annual basis, reports of accidents and injuries (including worker's compensation) or other safety problems and recommend suggestions to correct hazardous conditions.
7. Recommend on the training, experience and medical requirements, with consideration of regulatory requirements, for personnel who work with, or in the vicinity of, radioactive and hazardous materials; and conduct at least an annual review of compliance with such requirements.
8. Maintain written minutes of meetings and prepare reports as requested for the Executive Vice President for Finance and Administration.

#### B. The Institutional Biosafety Committee shall:

1. Carry out the functions required under National Institutes of Health (NIH) regulations, including policy and procedure recommendations, compliance reviews, individual research project approval, and the certification that facilities, procedures, and practices and the training and expertise of the personnel involved have been reviewed and approved;
2. Serve as an advisory committee on the use of infectious agents, including policy and procedure recommendations and individual research project approval;
3. Maintain confidentiality as appropriate; and
4. Maintain written minutes of meetings and prepare reports as requested for the University administration.

#### C. The Radiation Safety Committee shall:

1. Review and oversee the use of radioactive material and exercise responsibilities required by regulations including the review and approval of authorized users and methods of use of radioactive materials;
2. Review radiation program changes prior to submittal for licensure;

3. Establish and monitor the program to maintain occupational doses;
4. Maintain confidentiality as appropriate; and
5. Maintain written minutes of meetings and prepare reports as requested for the University administration.

D. The Chemical Safety Committee shall:

1. Review and recommend chemical safety policies and procedures;
2. Review annually the University's Model Chemical Hygiene Plan as required by Occupational Safety and Health Administration (OSHA) regulations;
3. Maintain confidentiality as appropriate; and
4. Maintain written minutes of meetings and prepare reports as requested for the University administration.

## References and Related Materials

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Radiation Safety Committee: 902 KAR 100:052

Institutional Biosafety Committee: NIH GUIDELINES FOR RESEARCH INVOLVING RECOMBINANT OR SYNTHETIC NUCLEIC ACID MOLECULES, Section IV-B-1

## Revision History

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2/4/1993, 6/11/1995, 2/26/1997, 2/17/1999, 8/3/2007, 8/24/2016

For questions, contact: [Office of Legal Counsel](#)