Administrative Procedure

Number: 426
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Subject: Laboratory Safety Committee (LSC) Charter

1.0 POLICY STATEMENT:

Local, State, and Federal entities having regulatory oversight hold California State University, Los Angeles (Cal State LA) accountable for meeting official internal guidelines, policies, and procedures. The Laboratory Safety Committee (LSC) of Cal State LA has voted to accept this document as its charter. It is Cal State LA LSC policy that the Principal Investigator (PI) is responsible for the safe handling of all hazardous materials, including chemical and hazardous waste, in Cal State LA facilities for their designated laboratory area. The policies of Cal State LA follow guidelines and regulations set forth by the Environmental Protection Agency (EPA), California Occupational Safety and Health Administration (Cal/OSHA), California Department of Forestry and Fire Protection (CalFire), Department of Labor, Department of Homeland Security (DHS), and the Drug Enforcement Agency (DEA).

2.0 PURPOSE:

The LSC is established to create a safe and healthy environment for the campus community and to ensure that campus stakeholders have an opportunity to voice safety concerns, as well as investigate workplace injuries and illnesses. The LSC helps facilitate the management of environmental, health, safety risks, and regulatory deficiencies by recommending corrective actions and interventions to campus leadership by promoting a safe and responsible laboratory safety program at Cal State LA that complies with applicable federal, state, and local regulations. In addition, the LSC shall foster a cooperative working and learning environment for the acquisition, use, storage, and disposal of hazardous materials by assuring the protection of all staff, faculty, students, visitors, and the campus community.

3.0 AREAS COVERED UNDER THE LSC:

All Cal State LA departments that handle hazardous material in a laboratory setting or are considered hazardous waste generators are required to comply with Cal State LA's policies and guidelines. Additionally affected departments may include any department involved with the repair, maintenance, or service, of any machine, equipment, laboratory, or area that by location or use may represent a legitimate concern for issues associated with exposure to hazardous materials or any entity charged with the provision of services to any location posted with any type of hazardous material/waste sign, label, or other notification indicating the presence of hazardous materials.

4.0 RESPONSIBILITIES:

4.1. THE LABORATORY SAFETY COMMITTEE (LSC)

The LSC is primarily an advisory committee. The LSC is responsible for developing and maintaining policies and procedures to ensure that any individual working with hazardous material or any individual whose work is in the vicinity of hazardous material, shall without exception, have sufficient training and experience to enable them to perform their duties safely.

Approved: _____ **Date:** _____

The LSC shall also be charged with the following:

4.1.1. Uphold and enhance Cal State LA's Chemical Hygiene Plan (CHP) to ensure the safety of the campus community.
4.1.2. Review incidents and the LSC administrative procedure periodically to determine that all activities are being conducted safely and following Cal State LA's policies and applicable government regulations. Reviews may include but are not limited to:
4.1.3. Results of California inspections,
4.1.4. Written safety procedures,
4.1.5. Management control systems, etc.
4.1.6. Recommend remedial actions to correct deficiencies identified during laboratory audits.
4.1.7. Maintain minutes of all committee meetings, actions, recommendations, and decisions.
4.1.8. Assure that RMEHS Chemical Safety resources are adequate for performing tasks and duties for which it is responsible.
4.1.9. Maintain regularly scheduled meetings, at least once each quarter, and maintain accurate records of all actions resulting from such meetings.
4.1.10. Disseminate information related to lab safety from and to department faculty.

4.2. LSC MEMBERSHIP AND RESPONSIBILITIES

The membership of LSC shall be composed of the following:

4.2.1. Appointed faculty members representing the departments/schools of Art, Biological Sciences, Chemistry and Biochemistry, Engineering, Geoscience and Environment, Justice and Criminalistics, Kinesiology, Nutrition and Food Science, Physics and Astronomy, and Psychology (voting). Faculty appointments are made when departments/schools have active laboratories with potential hazards ongoing. Faculty members will bring forward safety-related issues arising from teaching, research, and creative activities and discuss and vote on recommendations developed by LSC.
4.2.2. One appointed staff member handling hazardous materials from the Colleges of A&L, ECST, HHS, and NSS (voting). The staff members will bring forward safety-related issues arising from teaching, research, and creative activities and discuss and vote on recommendations developed by LSC.
4.2.3. The Chemical Hygiene Officer (non-voting). The CHO refers to the LSC matters requiring the approval of the LSC and provides expert opinion.
4.2.4. The Director of Risk Management and Environmental Health & Safety (RMEHS, non-voting, and executive secretary). The Director of RMEHS refers to the LSC matters requiring the approval of the LSC, provides expert opinions, and establishes safety-related procedures and regulations after consideration of LSC recommendations.
4.2.5. The Deans or designees from the Colleges of ECST and NSS are responsible for appointing faculty from their colleges to the LSC (see 1.), promptly appointing replacement membership in the event any appointed member is unable, for any reason, to fulfill the obligations of attending meetings, notifying all appointees of appointment by a formal letter of appointment with copies to the CHO. The deans or designees will implement safety-related procedures and regulations.
4.2.6. Faculty and staff members of the LSC are appointed to serve for three years in a staggered fashion. Members may be reappointed. Deans or designees and Department Chairs are always welcome to attend LSC meetings.

4.3. LSC LEADERSHIP

4.3.1. The committee will be led by two co-chairs, the CHO as designated ex officio co-chair, and one elected faculty voting member of LSC. The faculty co-chair serves for one year but can be reelected.
4.3.2. The Co-chairs will prepare the agenda of LSC in conjunction with RMEHS, produce the minutes, and ensure committee meetings are consistent with the charge of LSC.
4.3.3. The faculty co-chair will represent all the departments present on the committee and represent the interests of the faculty, Departments, Deans, and the University.
4.3.4. The CHO will serve as the representative for RMEHS and will be responsible to organize LSC meetings and maintain all LSC documents.
4.3.5. The Co-Chairs will communicate LSC recommendations to the Director of RMEHS.

4.4. CHEMICAL HYGIENE OFFICER (CHO)

The CHO is responsible for developing and implementing the Chemical Hygiene Plan (CHP) and assuring that waste disposal complies with Cal State LA's policies and applicable government regulations. The CHO is also responsible for referring to the LSC on matters requiring the approval of the LSC. The CHO shall:

4.4.1. Serve as the designated Co-Chair of the LSC with non-voting rights to ensure no conflict of interest and oversee keeping the meeting on task.
4.4.2. Oversee all laboratory-related monitoring activities, including both personnel and environmental monitoring.
4.4.3. Verify all fume hoods have been inspected for use for experiments annually or as requested/needed.
4.4.4. Assist with the training of university personnel on laboratory safety.
4.4.5. Oversee the hazardous material waste disposal program and work closely with the Hazardous Waste Manager to ensure all documentation related to disposal and off-site transfers of hazardous waste is properly maintained.

5.0 Conduct laboratory audits and report findings and concerns to audited laboratories and the LSC.

5.1. LSC COMMITTEE STRUCTURE

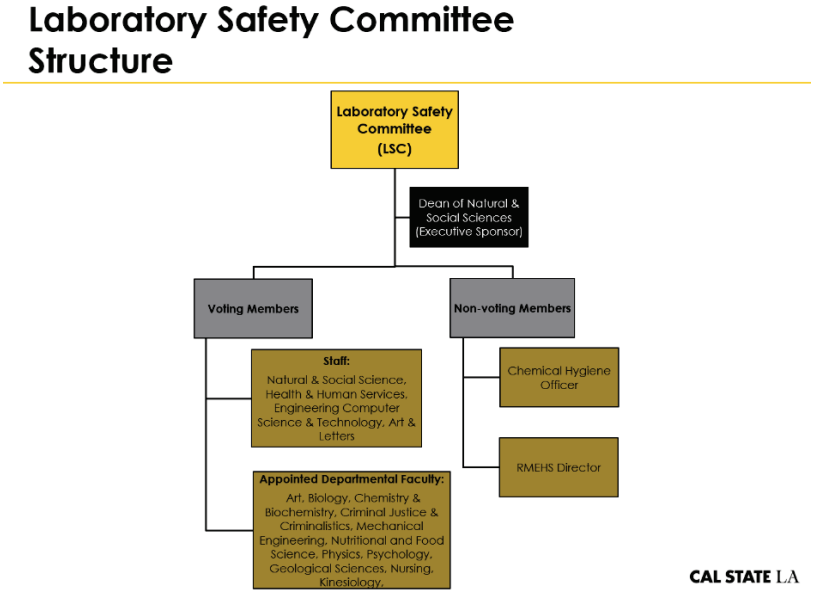


Figure 1: Proposed laboratory safety committee (LSC) Structure, rev. 2-8-23

6.0 LSC OPERATING PROCEDURES

6.1. CODE OF CONDUCT

The expectation is that any safety issues are brought to the LSC only after the issues have been raised through proper channels (i.e., report to a manager/supervisor/chair/report directly from the facility) or no consensus for resolution is obtained.
In addition, all attendees are expected to be respectful of the contributions of others. The Co-Chairs will preside over the meeting and facilitate the discussion to allow all members to participate. RMEHS expects that all attendees will be respectful of each other by abiding by the following principles.

- Avoid interrupting others,
- Keep discussion points clear and concise to allow time for all members to speak,
- Avoid using language that can be perceived as disrespectful, or too complex for others to understand.
- Adhere to the rules of the committee and instructions provided by the Co-Chairs, and
- Promptly alert the Co-Chairs if a perceived conflict of interest arises.

6.2. CONFIDENTIALITY

Meetings may occasionally cover information that is considered sensitive and may need to be kept confidential. Each attendee's responsibility is to protect privileged information that may be discussed during committee meetings.

6.3. CONFLICT OF INTEREST

In the event a committee member has a conflict of interest, the member shall be required to abstain from voting on any motions in which the conflict persists. Members must notify the Co-Chairs of any perceived conflicts of interest as soon as possible and may abstain during voting by stating "I abstain" to be recorded in the meeting minutes.

6.4. MEETING FREQUENCY

The LSC shall meet at least four times each calendar year. However, the committees will endeavor to meet more frequently as deemed appropriate by RMEHS or LSC to conduct additional business supporting the health and safety of the campus. Meeting dates are detailed on the RMEHS website for more information.

6.5. MEETING FORMAT

Meetings will be held electronically whenever possible using Zoom or a comparable method that will allow for the interaction and participation of all committee members. All meetings will be recorded to facilitate accurate minutes and voting shall be conducted via a call to vote or polling initiated by the Co-Chairs or designee. The meeting recordings will be destroyed after they have been transcribed for the minutes. Votes will be summarized to make the results known to the committee members.

- The following are best practices for electronic meeting formats.
- Participants should mute themselves when not speaking.
- Members are expected to have web cameras enabled for video conferencing.
- Members should utilize the appropriate features to raise their hands to be recognized by the committee.
- The meeting chat should only be used for committee business and will be saved to support capturing the meeting minutes. After the minutes have been transcribed, the meeting chats will be destroyed.

- Members are expected to be fully present and engaged during meetings, which includes avoiding the use of phones, computers, or tablets for unrelated activities that may serve as distractions from the committee agenda.

6.6. QUORUM

Before committee business can be conducted, a quorum must be established. The Co-Chair(s) and a simple majority of the voting Committee members must be present to establish a quorum. The quorum shall be decided by fifty percent of voting faculty and staff members plus one to be in attendance. If there are vacancies in the committee then the quorum shall make the number of members serving on the committee at the time of the meeting by fifty percent plus one in attendance. If the quorum cannot be maintained for the duration of the meeting, the meeting business shall be concluded when the quorum is lost.

E.g., If 7 voting members are serving on the committee, then the quorum needed for voting is four (4) members. If there are 2 vacancies, then the number reduces to five (5) voting members serving on the committee, and the quorum needed for voting is three (3) voting members.

6.7. MOTIONS AND VOTING

Voting committee members may propose a motion for consideration by the committee. Motions will be in the form of simple motions, proposed by at least one member and solidified by a second. Motions proposed by more than one committee member will not require a second.

Motions that have been seconded shall be called by the faculty co-chair for a vote. Voting will consist of all voting members in attendance and be passed by a simple majority. The results of the voting shall be captured in the meeting minutes. Alternates shall not vote if the primary voting member is in attendance and has not abstained from the vote.

6.8. MEETING MINUTES

Meeting minutes will be prepared by the CHO in consultation with the faculty Co-Chair. Meeting minutes should capture the official business of the committee and any recommendations that were made, or decisions reached. In addition, the minutes will capture the date and time of the meeting, those in attendance, discussion items, recommendations, or decisions, voting outcomes, and any actions before the next meeting. Lastly, the minutes will confirm the date and time of the next meeting.

- Record Retention: Meeting minutes will be retained following 8 CCR §3203 for one (1) year, or longer if deemed appropriate by the RMEHS Director. The CHO is responsible for storing the minutes.
- Meetings will be recorded to prepare the meeting minutes, once the meeting minutes have been transcribed, the recording and any chat communication will be deleted.
- Accessibility: Minutes that have been approved by the committee shall be accessible on the LSC Microsoft Teams website.

6.9. ESCALATION PROCEDURES

As action items are identified by the Committee, they shall be reflected in the meeting minutes and shall be assigned to a designated committee member(s) for further

assessment and follow-up presentation at a future committee meeting. Action items that are not able to be resolved at the local level (RMEHS) shall be referred to the Director of RMEHS for consideration or those needing additional insight and a higher level of confidentially will be submitted by the Director of RMEHS to the division meeting for resolution. All escalated items will be presented by the director as a summary of the action items to resolve items. All action-based items will be prioritized by the severity of the issue/concern and safety prevention education.

6.10. MEETING SCHEDULE

Committee meetings will be scheduled in advance for the upcoming calendar year. The committee will endeavor to adhere to the schedule whenever feasible, however, meeting conflicts will be addressed by attempting to reschedule the meeting for a different day in the same calendar month.

- The next upcoming meeting date will be confirmed at the end of each meeting.
- If no consensus can be made, the utilization of scheduling assistants will be used.
- Meeting invitations will include any associated links. Members are expected to respond to calendar invites based on their availability and update their responses should their availability change. Members with designated alternates should coordinate their attendance to ensure continuity.

6.11. MEETING PREPARATIONS

The following procedures are applicable for the planning and preparation of upcoming committee meetings. In addition, committee meeting members are expected to read materials presented before the meeting takes place to ensure proper time management and efficient use of meeting time.

6.11.1. BEFORE MEETINGS

One (1) Week Prior: The CHO will send out a call for agenda topics to the committee members. Members can recommend relevant topics for discussion as deemed appropriate by the member. The call for agenda items will include other meeting businesses, agenda topics not discussed from the previous meeting, and tabled items. Proposed topics will be considered by the Co-chair(s) and included in the final agenda.

Three (3) Days Prior: The CHO will distribute a copy of the previous meeting minutes, a copy of the current agenda, and any reference materials or supporting documents to be shared with the group. Committee members are expected to review the meeting materials before the meeting.

6.11.2. DURING MEETINGS

The meetings will be recorded to support the preparation of the meeting minutes. To be respectful of anyone’s time, the Co-chairs will endeavor to adhere to the agreed-upon agenda including the time allotted per topic. On the occasion that the topics need additional discussion, those topics can be placed on the next agenda and will be revisited at the next meeting, or discussion may be continued after the meeting via email correspondence. Agenda items that cannot be addressed at the next meeting due to external issues (e.g., outstanding information or policy changes) will be tabled until they are ready to be discussed.

6.11.3. AFTER MEETINGS

CHO will summarize the discussion from the committee and develop a draft version of the minutes. The meeting recordings will be used to aid accuracy in the preparation of the meeting minutes and will be destroyed thereafter. In consultation with the faculty co-chair, the draft minutes will be distributed to members within 7 days of the meeting who are expected to review and submit any changes or updates. The final copy of the minutes will be sent in advance of the next meeting for approval by voting.

6.12. ANNUAL REPORT

The CHO will coordinate the preparation of the "Laboratory Safety Annual Report." The report shall be submitted to LSC for review and editing before submission to the Director of RMEHS. This report shall be submitted to the Director of RMEHS no later than August 15 of each year. The report shall summarize the Laboratory Safety activities of the prior fiscal year and outline goals and objectives for the coming fiscal year.

6.13. ANNUAL EVALUATION

The LSC charter will be reviewed and updated annually to ensure the charter is not only relevant to Cal State LA but also complies with Campus policies, procedures, and state, local, and federal regulations. Each annual evaluation will be sent out a week before a scheduled meeting discussing any revisions to the charter. Any changes made to the charter will be documented on the date the committee meeting is being held and reflected in the meeting minutes.

7.0 REFERENCES

7.1. Fire Prevention Plan- Title 8, CCR § 3221.

7.2. Injury and Illness Prevention Program- Title 8, CCR § 3203.

7.3. Hazard Communication- Title 8, CCR § 5194.

7.4. Occupational Exposure to Hazardous Chemicals in Laboratories- Title 8, CCR §5191.

7.5. Personal Protective Devices- Title 8, CCR § 3380

7.6. Storage of Hazardous Materials -Title 8, CCR § 5164

7.7. The Occupational Safety and Health Act (OSHA) Lab Standard -Title 29 Code of Federal Regulations (CFR) §1910.1450

7.8. "The Hazardous Substance List," prepared by the Cal/OSHA Title 8 CCR §339

7.9. Ventilation Requirements for Laboratory-Type Hood- Title 8, CCR § 5154.1

7.10. U.S. Environmental Protection Agency Regulations, Title 40, Code of Federal Regulations, Chapter 1.

7.11. U.S. Department of Labor, Title 29, Code of Federal Regulations, Part 1910.

7.12. California State University Environmental Health and Safety Policy (EO 1039) or any superseding CSU policy.

8.0 APPENDICES

8.1. APPENDIX: CHEMICAL HYGIENE PLAN (CHP)