

## Science Safety Committee (SSC) Charter

### Introduction

The safety and health of all members of the Chapman University community is of utmost importance. The students, faculty, staff and visitors are all key members of the Chapman University learning community, and each represent a key component of the mission of the University. The University has established the health and safety of all members of this community as an important priority.

### State of California Legal Obligations

In the state of California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, Title 8, Section 3203 of the act requires that institutions such as Chapman University maintain a written, effective Injury and Illness Prevention (IIP). This plan must:

1. Identify the person or persons with authority and responsibility for implementing the Program.
2. Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
3. Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

### Mission

In the above interest, the University has organized the Chapman University Science Safety Committee. This Committee is structured to be representative of the university science and technology community and its diverse constituency. The general mission of the Science Safety Committee is to:

- Develop and implement written safety programs
- Discuss and take effective action on the principal accident-causing conditions
- Develop and monitor training required to maintain a safe environment in the field of science and technology.
- Help stimulate an awareness of health and safety issues and an atmosphere of cooperation between management and workers in the sciences
- Help in identifying problems, formulating policy and procedures, monitoring and improving workplace health and safety
- Serve as a consultative body for the required annual reviews of the Chemical Hygiene Plan

### Committee Representation and Membership

In the interest of securing the broad-based representation described above, the composition of the Committee will vary over time, but will generally include representation from a wide range of constituents across the university such as.

1. Enterprise Risk Management
2. Environmental Health and Safety,
3. Chemical Hygiene Officer, Radiation Safety Officer, Biological Safety Officer and Laser Safety Officer

4. Representatives from the IACUC, IBC, IRB, Bloodborne Pathogen Committee and General Safety Committee
5. Vivarium manager and Anatomy Laboratory & Safety Specialist
6. Lab supervisors, specialists and director of lab safety
7. Schmid representatives for Chemistry, Food Science, and Physics
8. CUSP representatives for Pharmacy
9. Crean representatives for physical therapy and psychology
10. Fowler representative for engineering

**Classification/Terms of Appointment:**

The SSC will be a standing committee, with staff support and direction provided by the Chapman University Risk Manager. The Charter will be reviewed annually by the Committee, which will provide recommendations for any charter update or amendment. Should any amendment to this Charter be required, the Chair will work closely with the Science Safety Committee in establishing amendments suitable to all parties and the amended charter will be completed, signed, and issued in a timely manner.

**Formal Charges:** The Committee will be advisory in nature. The objectives are:

1. Establish guidelines for safe use of University properties in compliance with all federal, state, local and University regulations
2. Maintenance of a safe and healthful academic and work environment.
3. Adherence to proper operating practices and procedures designed to prevent injury and illness.
4. Help establish, review, and update any Standard Operating Procedures, Plans/Programs for approval, and oversee the adoption of appropriate safety policies and procedures.

**Meetings**

The Science Safety Committee shall meet no less than twice a year but will conduct additional meetings as determined necessary by the Risk Management office, or as may be requested by at least one individual member, and supported by the request of at least one additional member of the Committee. The members further agree that absent a full meeting of the membership, items of business may be presented to the membership for their consideration, and members shall vote to consider, approve or not approve matters of business that are consistent with the Charter of the Committee. These meetings are advisory, and a quorum of any meeting of the General Campus Safety Committee shall consist of at least 50% of the designated representatives. If a member is unable to attend, they should send an alternate in their place.

**Oversight of Implementation**

The Risk Management/Environmental Health and Safety office, reporting to the Executive Vice President/COO, maintains operational responsibility for implementing the institution's policies and procedures described herein. This includes various plans and standard operating procedures for which Committee input is invaluable.

**This charter was approved by the Science Safety Committee on June 2022**