



Department of Chemistry UWI (Mona) Safety Committee

Terms of Reference

1. Purpose

- To ensure the provision of a safe environment in the Department of Chemistry for all students, staff and visitors.
- To recommend, implement and monitor appropriate practices related to the safe acquisition, handling, use, storage and disposal of chemicals within the Department.
- To define and communicate the parameters for the safe conduct of all activities in the laboratories of the Department.

2. Composition

2.1 The Committee shall be comprised of at least ten (10) members as follows:

- Departmental Safety Coordinator (Chairperson)
- Head of Department
- Chief Laboratory Technologist
- Maintenance Supervisor
- Chemical Storekeeper

With representation from the following groups:

- Academic Staff
- Laboratory Technicians
- Service Staff
- Graduate students
- Undergraduate students

3. Meetings

3.1 The Committee will meet as required to fulfill its remit and will meet not less than twice in each semester.

3.2 Meetings will be convened by the Chairperson of the Safety Committee or his/her designate.

3.3 Formal minutes of meetings will be recorded and submitted for approval at the next meeting of the Committee. These minutes along with agenda, and papers to be discussed will be circulated to members of the Committee at least five days in advance of the next meeting.

3.4 Five (5) members of the Committee shall constitute a quorum. This number must include the Chairperson or the Head of Department.

3.5 Where necessary, the Committee will function between meetings through correspondence; any decision(s) taken will be formally ratified at the next meeting of the Committee.

4. Responsibilities

- 4.1 To establish and oversee the implementation and operation of the Department's Safety Policy
- 4.2 To review policies and procedures and recommend improved strategies when necessary
- 4.3 To prepare and update the Departmental Safety Manual
- 4.4 To ensure that a suitable safety management structure is in place within the Department, to maximise the protection of the health of staff, students and visitors.
- 4.5 To facilitate training in safety related matters for members of staff and students
- 4.6 To liaise with the University's Safety Committee in matters that involve the Department
- 4.7 To monitor safety performance throughout the Department
- 4.8 To ensure that members of staff and students are fully informed with regard to relevant safety related issues and developments and to receive, consider and appropriately respond to feedback on these issues
- 4.9 To prepare and review reports as required on incidents and accidents occurring in the Department involving safety issues
- 4.10 To conduct safety inspections in the Department

5. Other

- 5.1 The Committee will from time to time undertake a review of its own performance and effectiveness as part of the overall Departmental review.
- 5.2 In order to fulfill its remit the Committee may obtain external professional advice as necessary.
- 5.3 Membership of the Committee and these Terms of Reference will be published on the Department's website

Date accepted: January 15, 2014