

San Jose State University - College of Science Safety Committee Charter
5/14/19

University and Regulatory Authority – Overall safety at the University is the responsibility of the Department of Environmental Health and Safety. As part of SJSU's efforts to achieve safe practices in all of its units and to maintain compliance with California labor law ([CA Labor Code Section 6401.7](#)) and CSU Occupational Health and Safety Policy ([CSU EO 1039](#)), the Colleges of the University typically operate safety programs in their units. This Charter defines the charge, duties, and responsibilities of the College of Science Safety Committee.

Responsibility and Authority within the College of Science - The Dean of the College of Science has the overall responsibility and authority to develop and implement an effective environmental health & safety program within the College of Science (CoS). Responsibility is delegated throughout the organization by way of the SJSU College of Science Safety Committee.

Mission - The mission of the SJSU College of Science Safety Committee is to ensure a safe work environment for faculty, staff, students and visitors through the creation and implementation of safety programs. It is the responsibility of the Committee to recommend to the Dean department-appropriate safety policies in accordance with federal, state and University guidelines that cover workplace safety.

Purpose and Scope - Primary emphasis will be on issues pertaining to management of hazardous materials and equipment, fire safety, and occupational health and safety throughout the College of Science. This includes chemical and biohazard safety, as well as laser and ionizing radiation safety.

Membership - Each member of the CoS Safety Committee should have experience in, or sufficient interest to become informed about, at least one of the safety areas described under Purpose and Scope. The departments listed below will nominate candidates, typically via election, and the Dean of CoS shall appoint at least one faculty member or representative from the following departments:

1. Biological Sciences
2. Chemistry
3. Computer Science
4. Geology
5. Mathematics and Statistics
6. Meteorology and Climate Science
7. Moss Landing Marine Laboratories
8. Physics and Astronomy

In addition, the CoS Safety Coordinator, the Biosafety Officer and the Radiation Safety Officer and University Chemical Hygiene Officer will also serve on the CoS Safety Committee.

Ex-Officio (Non-voting) members
Dean's Office representative
CoS Instructional and Research Facilities Manager

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Appointments shall be for 1 year.

Committee Responsibilities -

1. Review the charter at least annually and adjust as necessary
2. Develop subcommittees for specialized tasks and projects as necessary
3. Review information related to safety including:
 - a. Injury and Illness reports and corrective actions.
 - b. Accident reports and corrective actions.
 - c. Safety suggestions/reports of alleged hazardous conditions
 - d. External regulatory inspections
 - e. Internal health/safety/environmental inspections
4. Address safety issues thoroughly and in a timely manner
5. Develop policies and processes for each safety category, including inspections, training, communication and documentation.
6. Oversee and document safety-related training
7. Oversee the maintenance of the chemical inventory system
8. Develop communication strategies to enhance the culture of safety in the College.

Member Responsibilities -

1. Attend meetings regularly
2. Communicate work place safety policies and procedures to each member's representative department
3. Ensure that personnel in their departments are in compliance with workplace safety and health policies, procedures and training requirements as set forth in each approved program.
4. Inform managers and staff of changes to rules and recommendations of governing agencies (including federal, state, local and University)

Meetings - Meetings should be held as often as needed, but not less than quarterly. A quorum shall be a simple majority of members. Members may succeed themselves. Meeting minutes shall be recorded and posted in a timely manner on the College web site.