

WORCESTER POLYTECHNIC INSTITUTE

University Laboratory Safety Committee By-Laws

1.0 General

- 1.1 Name: The name of the Committee shall be the University Laboratory Safety Committee.
- 1.2 Location: The Committee shall be located in Worcester, MA. The mailing address shall be:

Chair, University Laboratory Safety Committee
Office of Environmental Health & Safety
100 Institute Road
Worcester, MA 01609

1.3 Purpose and Authority

The University Laboratory Safety Committee and its Chair are appointed by the Provost and advise him/her on all matters relating to laboratory safety. New members of the committee shall be appointed by the Chair. The Committee is responsible for regulating the use of hazardous materials or apparatus in any area where academically-related activities are conducted to assure compliance with appropriate laws, regulations and guidelines and to safeguard the health and safety of WPI students, faculty, staff and the community.

The Committee formulates such policies as are necessary to establish safe work practice and chemical hygiene. Procedural monitoring and control functions of the Committee relate primarily to the fundamental responsibility of WPI to determine that hazardous agents (e.g. chemical, physical, electrical, etc.) are procured, used, and disposed of in such a manner that they do not endanger the health or safety of personnel or of the community. The Committee will address, among other things, laboratory safety concerns relevant to facilities, procedures, emergency response and education.

The Committee shall establish the mechanisms whereby issues concerning laboratory safety are identified, prioritized and systematically addressed. Inherent to this charge is the requirement that the Committee work closely with other campus committees, building managers, and stakeholders in developing appropriate safety policy.

The Committee fulfills the appropriate oversight and support functions of a Chemical Hygiene Committee as established in OSHA regulations 29 CFR 1910.1450.

The Committee may also recommend budgetary priorities to the Provost or by submitting a Capital Project request through Facilities for infrastructure repairs and improvements necessary to maintain or improve safe laboratory conditions. In such matters, the Committee will also assist and advise Departments and Divisions to incorporate detailed estimates and justifications in their direct budget requests.

WORCESTER POLYTECHNIC INSTITUTE

2.0 Membership Provision

2.1 Composition and Appointment

The Chair is appointed by the Provost.

The Committee has membership as follows:

A. Ex-officio Members

Chair (Appointed by the Provost)
Director of EHS (Secretary and Vice Chair)
Biological Safety Officer (BSO), EHS
Director of Facilities Operations
Associate Director, LSBC

B. Other Members

No fewer than 3 faculty members are appointed to the Committee. At least 1 member is appointed to the Committee representing the laboratory technical staff and at least 1 student.

2.2 Eligibility

The Committee shall have expertise in 1) administrative matters, 2) chemistry, 3) physics, 4) engineering, 5) biology, 6) and occupational health & safety.

2.3 Terms of Office

The Chair shall have a three year term. Other Members shall have staggered three-year terms.

2.4 Resignation

A member may resign at any time upon written notice to the Committee Chair at least 15 days prior to the effective date.

2.5 Removal

A member shall be removed only for good cause and only by the Provost upon the recommendation of a majority of the entire membership of the Committee. Good cause shall include:

- a. Change in eligibility status
- b. Insufficient attendance or participation at Committee meetings.

2.6 Appointment of Designees

The Chair may appoint a designee to participate in the deliberations of the Committee meetings in the absence of such a member.

WORCESTER POLYTECHNIC INSTITUTE

3.0 Organization

3.1 Officers

The Chair is appointed by the Provost. The Director of EHS is the ex-officio Secretary and Vice Chair.

3.2 Non-Member Attendees

At the invitation of the Chair, a non-member may attend committee meetings to provide expertise in a particular area, but such persons shall not be eligible to vote on any committee business.

3.3 Sub-Committees

The committee may designate sub-committees subject to the following provisions:

- The Chair shall appoint the members of all sub-committees and shall designate the sub-committee Chair.
- Sub-committees shall have no separate substantive powers of authority for actions or decisions not ultimately subject to the approval or disapproval of the Committee.
- A quorum for the transaction of sub-committee business shall consist of a simple majority of its members.
- Sub-committees may appoint such other officers and adopt such forms of organization and procedure as are consistent with the specific provisions of these bylaws or with such general provisions respecting sub-committees as may be imposed, from time to time by the Committee.

4.0 Duties of the Officers

4.1 Chair

The Chair (or the Vice Chair) shall preside at all meetings of the Committee. The Chair shall appoint the membership of all sub-committees and shall designate the sub-committee Chair. The Chair may assign such additional duties to other members of the Committee as the Chair deems necessary to assist him/her in the conduct of the work of the Committee and which are not inconsistent or conflicting with the duties prescribed for those officers as indicated by these bylaws.

4.2 Vice Chair

In the absence of the Chair at any Committee or sub-committee meeting, the Vice Chair shall be fully vested with all of the duties and prerogatives of the Chair. The Vice Chair shall otherwise assist the Chair as required.

WORCESTER POLYTECHNIC INSTITUTE

4.3 Recording Secretary

The recording secretary shall:

- Keep or cause to be kept in the Office of Environmental Health & Safety a file of approved minutes of all meetings of the Committee, recording therein the time and place of holding, the names of Committee members present and absent, a record of the votes taken and any other relevant business of the Committee.
- Have available at all reasonable times, the bylaws, a current membership list and minutes of the meetings of the Committee.
- Perform such other duties as may be prescribed by the bylaws or which may be delegated by the Chair or prescribed by a vote of the membership.

5.0 Meetings

The Committee shall meet at least quarterly upon due notice by the Chair, or more often when necessary, to conduct the business of the Committee. The Secretary shall advise the members of the time and place of the meeting and shall arrange with the Chair for a different time of the meeting if an originally scheduled time is not convenient for a majority of the members. In the absence of a meeting call from the Chair, and if pending business of the Committee needs to be resolved, a meeting can be requested by any of the regularly appointed members of the Committee by contacting the Secretary.

Minutes of the proceedings of meetings shall be recorded regularly and circulated by the Secretary of the Committee to the membership.

5.1 Time and Place of the Meetings

- Meetings shall be held at such time and place as shall be specified in the call of the meetings.

5.2 Notice of the Meetings

Each member of the Committee shall be notified in writing of all business meetings, including the agenda thereof, at least (7) calendar days prior to the date of the meeting.

5.3 Rules of Order

All business meetings shall be conducted in accordance with Robert's Rules of Order, newly revised unless inconsistent with specific provisions of these bylaws.

WORCESTER POLYTECHNIC INSTITUTE

5.4 Quorum

The presence of a majority of the members shall constitute a quorum for the transaction of business at any meeting of the Committee. No business shall be acted upon by the membership of the Committee at any meeting at which a quorum, as herein defined, is not present and the only motion which the Chair shall entertain at such meetings is a motion to adjourn the meeting to a stated time and place. This shall not preclude the Committee from discussing issues of business in the absence of a quorum provided that no action is taken on such items of business. Adequate notice of the time and place of such adjourned meetings shall be made to the membership in accordance with the bylaws herein.

5.5 Voting

Each member shall have one vote which shall be exercised only by that member and only when in attendance. The use of secret ballots is prohibited at Committee and sub-committee meetings.

Email Vote: Voting by email can be authorized by the Chair in order to address Committee business that requires resolution between regularly scheduled meetings. The Director of EHS will compile the results for report to the Committee prior to acting on the issue. Any member can request that the issue be addressed at the next Committee meeting instead of by email vote. The results of email votes will be included as an agenda item at the next regularly scheduled meeting.

6.0 Amendment of Bylaws

These bylaws may be amended at a business meeting by affirmative vote of a majority of the members of the Committee.

7.0 Conflict of Interest

A conflict-of-interest situation exists when the Committee is requested to deliberate and recommend action regarding a particular Laboratory Supervisor or individual who is also a member of the Committee.

This member will be allowed to participate in the discussion of the issue but shall not be permitted to make any formal motions or to cast a vote concerning the topic at hand.