

Chemical Safety Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) As approved by the Provost and Deputy Vice-Chancellor (Academic) 27 June 2007, 29 February 2008, 7 September 2010 and 4 February 2015 and the Deputy Vice-Chancellor (Research and Engagement) 10 November 2015.

Section 2 - Membership

(2) The Chemical Safety Committee (CSC) shall comprise expert members, nominated by the Deputy Vice-Chancellor (Research and Engagement), with at least one member from organic/inorganic chemistry, agricultural chemicals and veterinary products, pharmaceutical and other products, general laboratory chemicals and chemical purchasing.

(3) The Chemical Safety Committee shall have the power to co-opt or appoint expert members for limited periods to assist with specific tasks or projects in meeting the Committee's Terms of Reference.

(4) Right of Audience and Debate:

- a. Executive Officer (appointment by the University Secretary or their delegate);
- b. Human Resources Manager, Environment, Health and Safety Systems; and
- c. a representative from the Division of Facilities Management.

Section 3 - Terms of Reference

(5) The Chemical Safety Committee shall:

- a. monitor and review the chemical safety and handling policies and procedures to the university, including relevant documents produced by the Faculty of Science and the Occupational Health and Safety Manual produced by the Division of Human Resources to ensure they incorporate policies, guidelines and procedures for the acquisition and purchase, handling and transport, storage and disposal of chemicals and contaminated and hazardous waste, dangerous goods and hazardous substances at Charles Sturt University (the University);
- b. monitor and review procedures for dissemination of policies pertaining to chemical safety to all users of chemical products at the University;
- c. maintain a register of laboratories and areas with extensive chemical products or those areas holding products listed in register at 5d);
- d. maintain a register of all chemicals and products within the university that pose a significant risk to users or require an end user declaration and ensure that appropriate monitoring and controls are operative;
- e. conduct audits as required to assist areas in the documentation, handling storage and disposal of their chemicals and substances;
- f. receive reports and maintain records of the licensing of appropriate officers for the receipt, storage and use of dangerous goods and hazardous substances, including IATA shipping requirements;

- g. receive reports of accidents/incidents involving chemicals and review/make recommendations as required;
- h. report to, and make recommendations to, the Deputy Vice-Chancellor (Research and Engagement), on measures needed to ensure chemical safety and environmental risk management standards are maintained;
- i. provide advice to the Emergency Planning Committee on procedures for managing both minor and major chemical spills;
- j. manage the operation of a chemical management database (e.g., Chemwatch) at the University and control user access. Record all chemical training in relation to this database;
- k. provide advice and direction on chemical safety issues to design and project teams responsible for building or refurbishing university facilities; and
- l. provide reports to the Finance, Audit and Risk Committee of the University Council on compliance issues through the Deputy Vice-Chancellor (Research and Engagement).

Status and Details

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