

dSan Jose State University - College of Science Safety Committee
Charter 10/8/2024

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 practices 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

Members from interdisciplinary programs within the College (e.g. Science Education) will also be invited but not required to join the Committee.

In addition, the following staff representatives shall serve on Committee as non-voting ex officio members:

9. CoS Safety Coordinator
10. CoS Associate Dean for Research

11. University Radiation Safety Officer
12. A representative from Environment, Health, and Safety (EH&S)

Appointments shall be for 1 year.

Committee Responsibilities -

1. Review the charter at least annually and adjust as necessary, with a 2/3 vote of members present required for making changes.
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. Communicate about safety issues in a timely manner.
5. Provide input on and communicate about practices and procedures for each safety category, including inspections, training, communication and documentation, safety related training and documentation, and chemical inventory system.
6. Develop communication strategies to enhance the culture of safety in the College.

Member Responsibilities -

1. Attend meetings regularly.
2. Communicate workplace safety policies and procedures to each member's representative department.
3. Disseminate information concerning 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).
5. Communicate with the CoS Dean's office regarding feedback on safety policies and issues brought up from Departments.

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 website.