Research Safety Committee Charge
University of Minnesota Duluth

Purpose: The purpose of the University of Minnesota Duluth Research safety committee is to identify and share best practices and facilitate continuous improvement in regards to environmental health and safety. The Committee serves as a forum for discussing changes in regulations, programs, or processes, and identifying new hazards. The knowledge and experience of many persons combine to accomplish the objectives of creating a safe workplace and reducing incidents.

Committee Charge:
1. Serve as role models to promote an atmosphere where all employees accept responsibility for preventing injuries to themselves, their coworkers, students and visitors.
2. Identify and evaluate safety risks.
   • Facilitate and/or participate in periodic safety inspections and surveys to identify unsafe conditions and practices.
   • Monitor and review injuries and incidents to identify root causes and trends.
   • Obtain and evaluate safety-related concerns and suggestions from frontline staff.
   • Assess the implications of changes in work tasks, operations, and processes.
3. Establish and communicate best practices and responsibilities.
4. Participate in continuous improvement efforts to improve employee and management safety performance.
5. Periodically review and update existing work practices and hazard controls.
7. Recommend safety improvements to Administration (track issues to completion).
8. Provide support and serve as a resource in the development, implementation and maintenance of a variety of safety programs.
9. Establish and review annual and long-term committee goals.

Membership
Each Department / School/College shall be adequately represented on the committee. The EHSO, Department Heads, Principal Investigators, and Research Safety Officers shall work together to ensure that there is adequate representation on the committee.
A rotation schedule for members shall be developed and implemented by the committee.

**Responsibilities:**

**Chairperson’s Responsibilities** (in addition to those mentioned in the charge):
- Communication liaison between Administration and the committee.
- Conduct the safety committee meeting.
- Delegate activities to committee members.
- Establish necessary deadlines.
- Develop an agenda for the meeting.
- Maintain meeting minutes.
- Delegate duties when unable to attend a meeting.

**Secretary Responsibilities** (in addition to those mentioned in the charge):
- Take meeting minutes.
- Schedule meetings.
- Assist the chairperson, as needed.

**EHSO Responsibilities:**
- Assist with the development of the safety committee.
- Act as a resource for committee members.
- Advise on health and safety topics and regulations.
- Assist Departments/Schools/Colleges to comply with regulations and safety procedures while effectively conducting research.