# Cambridge CARES Safety Committee Procedures

## 1.0 Purpose

The purpose of this document is to outline the goals and functions of the CARES safety committee.

## 2.0 Procedures

Our Safety Committee is an essential part of the CARE safety infrastructure. Directors and PIs can gain valuable assistance in their efforts to make their areas safe from the Safety Committee. Similarly, Researchers, whether senior postdocs or junior student interns, can turn to the safety for advice and guidance on how to conduct their experiments in accord with the principles of sound safety and good science.

## 3.0 Goals of the Safety Committee

* To prevent accidents and injuries in the laboratory, and lower the rate and severity of those that do occur
* To involve the researchers in safety management
* To maintain a safe workplace
* To promote good science

## 4.0 Safety Committee Foundation

The committee should represent all Independent Research Projects (IRPs), but also be the most efficient.

Membership of the committee is voluntary, and while someone may be suggested for membership by management, no one may be compelled to join. Each resigning member shall help by suggesting a suitable replacement. The CARES Program Director, as well as CARES as a whole, shall be kept aware of the changes in the committee’s structure. The purpose of a standing membership is to provide continuity, so that new members can adapt to their roles with the minimum of trouble.

## 5.0 Committee Operation

The Safety Committee shall:

* Meet quarterly at a minimum
* Develop short and long term goals
* Discuss accident prevention methods.
* Be a point of contact for all of their IRP members to raise concerns and suggestions regarding safety
* Conduct internal audit of CARES safety procedures
* Conduct incident investigation, reviewing all accident and near miss reports, circulating the conclusions to the laboratory workers.
* Take the lead in monitoring that the activities in their IRP confirm to CARES safety standards
* Recommend changes to safety procedures and policy

## 5.1 Duties and Responsibilities

### 5.1.1 Chairperson

The Chairperson shall be the CARES Lab Manager.

### 5.1.2 Safety Coordinator

The Coordinator shall provide guidance, advice and technical assistance to the Head of Department and the Safety Committee Chairperson.

### 5.1.3 Safety Committee Members

Safety Committee Members have the following responsibilities:

1. Attend each meeting if at all possible
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report Safety Committee actions to their department during normally scheduled safety training

All meetings of the safety committee shall be minuted and circulated to the Program Director and Project Manager, who shall circulate these to the working committee.

## 5.2 Internal Audit

The CARES Safety Committee shall conduct internal audits to ensure that:

* The S & H Management System confirms to the requirements of the S & H standards
* The S & H Management System has been properly implemented
* The S & H Management System is effective in meeting the department’s policies and objectives

Audit procedures shall be established, implemented and maintained by the Safety Committee. Selection of the auditors shall ensure objectivity and impartiality of the audit process. Auditors shall be competent in conducting S&H audits.

## 5.3 The Safety Committee and Energy

Being aware that misuse of energy and waste of energy also provides a safety risk (e.g. sparks can lead to explosion), it shall be the responsibility of the Safety Committee to:

* Ensure that all flow hood sashes are lowered when not in use
* Ensure that all lights and energy consuming equipment are shut down when not in use
* Report all electrical faults and issues to the Lab Manager
* Take the initiative in helping to ensure that CARES equipment confirms to the principles of energy efficiency

## 5.4 Incident Investigation

The Safety Committee shall ensure that:

* Staff and students are encouraged to report incidents and near misses arising out of departmental activities
* Incidents and near misses are investigated in a timely manner and results are documented in accordance with the company requirements
* appropriate corrective and preventive measures are identified, effectively adopted and implemented in a timely manner;
* results or lessons learnt from incidents and near misses are communicated to relevant stakeholders; and
* all associated records (including results of incident investigation) are maintained.

After an incident or near miss, the committee shall:

* Conduct an investigation of the workplace and the equipment
* Review the results of the investigation to identify and address any underlying S&H deficiencies at the department level
* Review adequacy of the department’s response and mitigation of incident.

## 6.0 Training

Each Safety Committee Member will be provided with the training and education required.

# 7.0 Safety Committee and Emergency Response Plan

All members of the Safety Committee are also members of the Emergency Response Team and are thus trained in the use of the Emergency Response Plan.

# Appendix: Standing List of Items for Discussion

1. Chemical Safety
2. Biological Safety
3. Radiation Safety
4. License Management
5. Training
6. Occupational Health
7. Audit & Inspection
8. Emergency Preparedness
9. SHMS Dossier