

## CHEMICAL HYGIENE COMMITTEE CHARTER

### **PURPOSE:**

The Chemical Hygiene Committee, or CHC, is comprised of academic and administrative representatives from across California State Polytechnic University, Pomona (CPP). This coalition of stakeholders shall function as an advisory committee to Environmental Health and Safety (EH&S) to ensure the effective administration of the Chemical Hygiene Plan (CHP) which is a requirement of Cal OSHA [§5191. Occupational Exposure to Hazardous Chemicals in Laboratories](#).

### **MISSION:**

Under the executive sponsorship of the Provost and Vice President for Administrative Affairs, the primary focus of the CHC is to work collaboratively to increase campus safety and awareness with respect to chemical safety, usage, and regulatory compliance while fostering a safe work environment to support faculty, staff, and students at CPP.

### **CHARGE:**

The CHC serves primarily as an advisory committee. The CHC is charged with assessing the use of chemicals in instructional, research, and industrial operations to ensure that chemicals are appropriately procured, inventoried, stored, labeled, protected, used, and disposed of following federal, state, local, and campus regulations. The CHC is responsible for developing and maintaining policies and procedures to ensure that any individual working with hazardous material, or any individual whose work is in the vicinity of hazardous material, shall without exception, have sufficient training and experience to perform their duties safely.

The CHC shall be charged with the following:

1. Review, evaluate, and maintain the effectiveness of EH&S safety plans including, but not limited to, the Chemical Hygiene Plan, Hazard Communication Program, Hazardous Materials Management Plan, Controlled Substance and Precursor Chemical Program, and Laboratory and Technical Area Safety Program. The CHC will also participate in the annual reviews and updates of these plans.
2. Assist in disseminating chemical laboratory safety information among campus departments, ensuring CHP procedures are followed to protect CPP laboratory personnel against the adverse health and safety hazards associated with exposure to potentially hazardous chemicals.
3. Review chemical and laboratory incidents to determine that all activities are conducted safely and follow CPP's policies and applicable government regulations.
4. Recommend remedial actions to correct deficiencies identified during laboratory inspections.
5. Maintain regular meetings (at least once each quarter) as well as accurate records of all actions resulting from meetings.

### **COMMITTEE MEMBERSHIP AND OPERATIONS:**

#### **Meetings:**

The committee shall meet at a minimum 3 times per year, or more frequently based on committee needs. One of the three required meetings shall be conducted in person during the Fall Semester. Special or emergency meetings may be convened by the committee Co-Chairs. Meeting minutes will also be made available.

#### **Committee Membership:**

The Committee shall consist of the following academic and administrative representatives. Permanent members will include the EH&S Chemical Hygiene Officer (CHO)/EH&S, the Director of EH&S, and Risk Management. The committee will be co-chaired by the CHO and one faculty member. The faculty co-chair position shall be elected by the committee.

CHC membership will be composed of the following:

**Voting Members:**

- Co-Chair: Faculty member
- Co-Chair: Chemical Hygiene Officer (CHO), EH&S
- College-level Administrators for Colleges that actively and regularly use or store hazardous materials:
  - One (1) Dean/Associate Dean from College of Science
  - One (1) Dean/Associate Dean from College of Engineering
  - One (1) Dean/Associate Dean from College of Agriculture
  - One (1) Dean/Associate Dean from College of Environmental Design
- Department representation for areas that actively and regularly use or store hazardous materials:
  - One (1) faculty (or Department Chair) and one (1) staff representative from each of the following departments:
    - Chemistry
    - Biological Sciences
    - Physics and Astronomy
    - Geology
    - Chemicals and Materials Engineering
    - Animal and Veterinary Science
    - Nutrition
    - Plant Science
    - Any department within Environmental Design

**Ex-Officio Members**

- Director of EH&S
- Risk Manager
- Director, Procurement
- Manager, Distribution Services
- Manager, Facilities Planning and Management

Additional individuals may be asked to join CHC meetings on an ad-hoc basis to ensure that the CHC has the necessary information and is able to effectively fulfill its mission.

**RESPONSIBILITIES:**

**Co-Chair, Faculty**

1. The faculty co-chair will represent the interests of faculty and Colleges.
2. Co-chairs will coordinate to prepare the agenda of the CHC and ensure the committee meetings are consistent with the charge of CHC.
3. Co-Chairs will communicate CHC recommendations to the Director of EH&S.
4. The faculty co-chair serves for two years.
5. Provides expert opinions and votes on recommendations developed by the CHC.

**Co-Chair, Chemical Hygiene Officer/EH&S**

1. The CHO will maintain all CHC documents.
1. Co-chairs will coordinate to prepare the agenda of the CHC and ensure the committee meetings are consistent with the charge of CHC.
2. Produces the meeting minutes.
3. The Co-Chairs will communicate CHC recommendations to the Director of EH&S
4. The CHO will provide committee appointment letters to all members.
5. Provides expert opinions, establishes campus safety-related procedures and regulations after consideration of CHC recommendations, and votes on recommendations developed by the CHC. The CHO will bring forward safety-related issues arising from industrial operations, teaching, research, and student organizational activities to discuss and vote on recommendations developed by CHC.

**Voting Members**

- Faculty members and Department Chairs will bring forward safety-related issues arising from teaching, research, and student organizational activities to discuss and vote on recommendations developed by CHC. Faculty members of the CHC are appointed to serve for three years.
- Staff members will bring forward safety-related issues arising from industrial operations, teaching, research, and student organizational activities to discuss and vote on recommendations developed by CHC. Staff members of the CHC are appointed to serve for three years.
- The Deans and Associate Deans are responsible for appointing departmental representatives from their colleges to CHC, promptly appointing replacement members in the event any appointed member is unable, for any reason, to fulfill the obligations of attending meetings. The Deans, Associate Deans or Department Chairs will oversee the implementation of safety-related procedures and regulations within their respective areas. Deans, Associate Deans and Department Chairs are always welcome to attend CHC meetings.

**Ex officio Members**

- Director of EH&S provides expert opinions, establishes campus safety-related procedures and regulations after consideration of CHC recommendations. The director will bring forward safety-related issues arising from industrial operations, teaching, research, and student organizational activities to discussion.
- Risk Management provides expert opinions, identifies/assesses potential risks after consideration of CHC recommendations, and votes on recommendations developed by the CHC.
- Facilities Planning and Management (FPM) provides expert opinions regarding facilities repairs and maintenance. FPM will bring forward safety-related issues arising from industrial operations.
- Procurement and Distribution Services regarding the procurement and distribution of hazardous materials.
- Include or have persons available as consultants that are knowledgeable of institutional commitments and policies, applicable law, standards of professional conduct and practice, community attitudes, and the environment.

**REFERENCES:**

[§5191. Occupational Exposure to Hazardous Chemicals in Laboratories.](#)

**Document Historical Records:**

Date	Comments	Revised by
8/28/2024	Added Provost Sponsorship, and updated changes to committee meeting frequency and in person meeting requirement.	Benjamin Lucas