As outlined in the Alberta Occupational Health and Safety Act, workers and employers must share responsibility for occupational health and safety in the workplace. The Department of Chemistry Safety Committee is established to promote the rules of the Alberta Occupational Health and Safety Act; http://work.alberta.ca/occupational-health-safety/307.html. The committee is an advisory body that works closely with the Environmental Health and Safety Department at the University of Calgary. Our main point of contact for EHS is Chris Pinter, the Faculty of Science Laboratory Safety Advisor; contact information: cjpinter@ucalgary.ca; 403.990.3076.

1. Members

The Committee members are selected by the Head of the department to properly represent the department as a whole and cover all areas of work, including: teaching, research, and instrumentation laboratories, workshops and shipping & receiving docks. Together the collection of the committee’s diverse knowledge, background and experience is designed to improve the overall health and safety conditions in the workplace.

Members of the committee for 2014 – 2015 are representatives from:

- Instrumentation Facilities: M. Forgeron
- Shipping & Receiving (Chem Store): M. Khalil
- Workshops (including Electronics & Glassblowing): K. Collins
- Teaching Labs: K. Mahadev, M. Anikovskiy and N. Oakley
- Research Labs: F. Jalilehvand (Chair) and S. Trudel

The committee recommends having additional members in future to represent students and members of administration office.

2. Mandates

The mandate of our committee is to enhance workplace health and safety awareness in the Department of Chemistry through the following:

1) Random inspection of workplace areas:

- ensure emergency evacuation rules and protocols are known and followed, including location of fire alarms, fire extinguishers, eye wash and emergency shower stations, proper exit points and muster points;
- ensure all buildings occupied by Chemistry have sufficient representation for Emergency Safety Wardens and designated First-Aid Volunteers;
- identify laboratory hazards and other potential hazards, asking the supervisor to take corrective actions to minimize the hazard;
- ensure annual workplace safety inspections are properly executed, documented and any deficiencies resolved in a timely manner;
- ensure up-to-date chemical inventories are maintained through the CHEMATIX system;
2) Enhance safety education, training and awareness:

- promote training on general laboratory and chemical safety practices and procedures, awareness programs, hazard communications, as needed;

- promote the safe handling of chemicals according to their WHIMIS labels and hazards by wearing mandatory proper protective equipment (PPE) and following proper safety transportation protocols;

- promote safe handling, labelling and disposal of chemical waste using CHEMATIX;

3) Follow-up with accidents or incidents:

- ensure that the accidents have been investigated;

- review all reported accidents or incidents, and ensure that the supervisor has taken necessary actions to avoid such incidents in future.

3. Jurisdictions

- **Safety inspections**: Safety inspections must be carried out by the lab supervisors on regular basis. Annual safety inspections are mandatory and must be carried out for all physical space that the Department of Chemistry occupies. This ensures that all space belonging to Chemistry has been officially reviewed and approved for health and safety issues at least once annually.

- **Reporting accidents**: Any accident, incident, or emergency on campus should be reported to Campus Security at 220-5333 or 911. Accidents occurred in any area occupied by Chemistry department must be reported by the lab supervisors through Online Accident Reporting System (OARS; [https://www.ucalgary.ca/safety/oars](https://www.ucalgary.ca/safety/oars)). If the accident has led to an injury, a report has to be filed with Workers Compensation Board (https://www.ucalgary.ca/safety/home/report-accident-incident-oars/wcb-claims) and Staff Wellness (http://www.ucalgary.ca/staffwellness) must be contacted within 24 hours.

4. Duties of the Members

All members will participate in the committee meetings, conduct random inspection of workplace areas, and contribute ideas and suggestions to develop new safety policies and procedures for improving health and safety in the department.

- Contact person for questions regarding Safety Training: S. Trudel
- Contact person for questions regarding CHEMATIX: M. Anikovskiy
- Contact person following up with Accidents / Incidents: K. Mahadev
- Contact person communicating with Faculty of Science Laboratory Safety Advisor: M. Forgeron
- Contact person communicating with Emergency Safety Wardens and First-Aid Volunteers: M. Khalil
- Contact persons following the completion of Annual Safety Inspection: K. Collins & F. Jalilehvand
- Secretary for committee meetings: N. Oakley

5. Meetings

The Safety Committee will meet regularly on a monthly basis. Quorum is half of the committee members, excluding the Chair. New business items have to be submitted to the Chair at least one week prior to the scheduled meeting. The Chair will arrange for a time and place of meeting. The Chair will prepare an Agenda and distribute it among the members prior to the meeting. The Secretary will take the minutes of the meeting and distribute the minutes in a timely manner. The Terms of Reference of the Safety Committee shall be reviewed annually.