

**University of Delaware**  
**Environmental Health and Safety Protocol**

**Section:** General Health and Safety

**Protocol Name:** Department Safety Committee Protocol

**Origination Date:** September 1988

**Revisions:** June 1989, December 1991, November 1994, August 1999, January 2006, February 2104, June 2015, November 2015, February 2019

**Protocol Number:** G-01

**I. SCOPE OF PROTOCOL**

This protocol addresses the function of department safety committees and applies to all University personnel, contract personnel, and visitors in applicable University facilities and/or University operations.

**II. DEFINITIONS**

A. Department

1. Refers to any department, center, program institute, unit, station, school or office.

**III. PROTOCOL STATEMENT**

- A. This protocol is developed to provide guidance to Department Safety Committees by establishing uniform administrative procedures and minimum requirements. It is the Department Safety Committee's charge along with the Department of Environmental Health and Safety to provide the University Community with a safe and healthful work environment. It is also the intent of the Department Safety Committee to assure compliance with all University Safety Policies.

**IV. PROTOCOL STANDARDS AND PROCEDURES**

A. Establishment of Committees

1. While all departments are encouraged to have Safety Committees, departments designated by the Director of Environmental Health and Safety shall establish Department Safety Committees. A list of current department safety committees can be found at the Environmental Health and Safety website.

B. Establishment of Contacts

1. Department heads or his/her designee will serve as the Safety contacts in all University departments who do not have safety committees. These contacts will receive communications from the Department of Environmental Health and Safety regarding safety issues and serve as the safety liaison for their department. A list of current department safety contacts can be found at the Environmental Health and Safety website.

C. Membership

1. Department heads shall appoint Safety Committee members and designate a Chairperson. Terms shall be at the discretion of the Department Head. The Director of the Department of Environmental Health and Safety or their designee shall serve as an ex officio member on all Safety Committees. Department Safety

Committee membership should, when applicable, include representatives of the professional staff, faculty, salaried staff, hourly employees and students.

#### D. Meetings

1. Department Safety Committees shall meet periodically at a frequency determined by the committee, but not less than four times per year. By June 30 each year Safety Committee Chairs should communicate to the Director of Environmental Health and Safety the months in which meetings are planned for the next fiscal year. Meeting minutes shall be recorded. Minutes should include members attending, members absent, disposition of old business and new business covering items identified under Minimum Requirements.

#### E. Minimum Requirements

1. Department of Environmental Health and Safety outlined the requirements for safety committees on the Environmental Health and Safety website.
  - a. Assure safety inspections of operations and facilities including shops, storage and storeroom areas, teaching and research laboratories, and offices are conducted. Inspections shall be conducted quarterly.
  - b. Recommend and/or develop safe practices and procedures for department activities. Job Hazard Analyses need to be completed for all activities with personal protective equipment requirements specified.
  - c. Safety committee members should assist supervisors with enforcement of safety policies by educating fellow employees in proper procedures.
  - d. Address the safety concerns of fellow department members as well as those raised by the Department Chair and Environmental Health and Safety.
  - e. Track and investigate trends in workplace accidents/injuries. Conduct accident/injury investigations. File accident investigation reports and send copies to the Department of Environmental Health and Safety for review.
  - f. Receive reports from the Chemical Hygiene Officer regarding annual training, review of purchase requisitions for chemicals, reviews of experimental protocols for hazard identification, review of any medical evaluation requests, exposure evaluation requests, and availability of facility safety equipment.
  - g. Review Emergency Response information with the department annually.
  - h. Assure required safety training is provided to department members as indicated by applicable safety programs. See the Environmental Health and Safety website for applicable training requirements.
  - i. Assure a copy of the Department Workplace Chemical List is updated and forwarded to the Department of Environmental Health and Safety annually.
  - j. Monitor compliance with other safety programs that may be applicable within the department, i.e., Bloodborne Pathogens, Underground Storage Tank Management, Compressed Gas Safety, etc.
  - k. Perform other safety related functions as may be assigned by the Department Head or recommended by the Department of Environmental Health and Safety.

#### F. Recordkeeping

1. All Safety Committee records shall be kept on file in the department for 36 months. Training certificates must be sent to the Department of Environmental Health and Safety within 5 days of the training session. Copies should be kept on file in the department for the current year and the previous year. The Department of Environmental Health and Safety is responsible for submitting the record copy of training certificates and annual reports to the University Archives.

For more information regarding this policy, contact the Department of Environmental Health and Safety 302-831-8475.