**[Department] Safety Committee Charter**

The [Department] Safety Committee is responsible for enforcing policies and guidelines to ensure the health and well-being of the department’s faculty, staff, student workers, volunteers, and visitors. The [Department] Safety Committee will ensure that departmental activity, work, or research will be conducted in a manner that does not endanger employees, researchers, the public, or the environment.

Specific responsibilities include:

* Promoting and advocating for health, safety, and environmental protection;
* Establishing and regularly reviewing policies and procedures that govern health and safety;
* Reviewing departmental safety training programs;
* Assisting the Office of Environmental Health and Safety, when necessary, with the preparation and submission of reports to regulatory agencies if applicable;
* Reviewing reports and findings of investigations of any incidents; and
* Reviewing significant or unresolved instances of unusual occurrences and non-compliance with regulatory requirements.

Safety Committee meetings are held: monthly (state day/week of occurrence); quarterly (state month/day/week of occurrence); biannually (state month/day/week of occurrence).

The Department Chair (or appointed faculty member, department director, or other appointee) shall serve as chair of the Committee that shall consist of at least (state number) voting members.

Membership shall include faculty; department supervisors or managers; and an appointed safety person.