

Responsibilities of Graduate Student Members of the ChE Safety Committee

Serving on the ChE Safety Committee is a great way to contribute to the improvement of our School's safety culture. If accepted, the graduate student members are expected to serve on the ChE Safety Committee for a period of two years.

Some of the Safety Committee members responsibilities are:

- Attend the safety committee meetings (once a month) and actively participate in discussions and committee activities
 - As safety committee meetings occur only once a month, we expect graduate students to prioritize attendance over other commitments if possible.
 - Graduate student members should attend at least 3 meetings in each 6-month period.
 - Graduate student members can consider helping organize GSO led ChESS activities.
- Help with the safety inspections throughout the year,
 - Unannounced safety inspections are conducted once a month and involve a one hour commitment. Participation in these inspections should be prioritized over other commitments if possible
 - Graduate student members should not miss more than 3 unannounced lab inspections in each 6-month period.
 - ISP Recertification Review with EHS occurs once a year and requires inspection of all labs and offices in Forney Hall. Safety inspections are typically conducted over the span of a week (or less) in three-hour blocks. Participation is required for a minimum of six hours (two days) during this week.
 - Attendance in the ISP Review Meeting with EHS is highly encouraged and should be prioritized.
- Graduate student members are expected to serve as secretary for the ChE Safety Committee for at least one semester (4-month period) during their term.
 - As secretary, you are responsible for taking notes and preparing meeting minutes within one week of the meeting. You should work with the Safety Committee Chair to ensure accuracy of meeting minutes.
 - As secretary, if you are unable to attend a meeting, secure a replacement graduate student safety committee member to take notes for the meeting.
- Report and/or address unsafe conditions and unsafe practices observed in the department.
- Assist in addressing safety issues and concerns reported to the Safety Committee.
- Contribute with ideas and suggestions for improvement of safety in our School.
- Follow safety procedures and rules and be an example for others to work safely.
- Help investigate safety incidents, if and when necessary.
- Share safety information with colleagues, PIs, and other members of the department.

Failure to meet the graduate student responsibilities of the ChE Safety Committee may lead to dismissal from the committee.