

BIOSAFETY ADVISORY COMMITTEE TERMS OF REFERENCE



PURPOSE:

The purpose of the Biosafety Advisory Committee is:

- To advise on the safe use of biohazardous materials and notifiable biological substances.
- To make recommendations on policies, procedures, and guidelines related to biosafety.
- To issue Biosafety Permits.
- To ensure compliance with regulatory requirements.

MANDATE:

The Biosafety Advisory Committee is established as a sub-committee by the Health and Safety Committee (H&S), under the authority of the Vice President Human Resources. The Biosafety Advisory Committee is authorized to review and approve applications for the permission to use biohazardous materials or notifiable biological substances and to issue permits to those applicants who meet the regulatory requirements and health, safety, and environmental standards.

FUNCTIONS OF THE COMMITTEE:

1. To advise and report to the H&S Committee on matters related to the use of biohazardous materials or notifiable biological substances. (advising authority)
2. To act as a liaison between Faculty, Principal Investigators, Lab Technologists and H&S Committee on matters related to biosafety. (principal authority)
3. To receive and review all applications (new applications, renewals, alterations to permits) for the use of biohazardous materials or notifiable biological substances. (principal authority)
4. To receive all notices for cancellation of permits and appeals to permits rulings.
5. To approve those applications which meet health, safety, and environmental standards. (principal authority)
6. To review all instances of unusual occurrences and non-compliance to regulatory requirements, College Policies, and permit conditions. (principal authority for the review process)
7. To make recommendations to the H&S Committee on the Plan for Administrative Oversight for Pathogens and Toxins, policies, procedures, guidelines, and actions deemed necessary and appropriate to meet all regulatory requirements. (recommending authority) Policies recommended by the Committee are forwarded to the Health and Safety Committee for consideration. They are then forwarded to the Presidents Executive Committee for approval.
8. To act upon the recommendations of the Biological Safety Officer (BSO). (principal authority)
9. To promote and implement the College Biosafety Policy. (principal authority)
10. To enforce regulatory compliance and College Biosafety Policy. (principal authority)
11. To consider any comments or requests sent to the BSO in any future revisions to the Biosafety Code.

RELATIONSHIP TO OTHER COMMITTEES:

The Biosafety Advisory Committee is a sub-committee of the Health and Safety Committee

COMPOSITION:

Membership and Appointments:

1. The Vice-President Human Resources appoints up to three faculty members with expertise in appropriate areas of biological research such as microbiology and or genetics and the Associate Dean of Science.
2. The Manager of Health, Safety and Wellness and the BSO are permanent Committee members.
3. The Science Laboratory Supervisor is a permanent Committee member. If this is the same person as the BSO then one of the Biology Laboratory Technologists takes the place of the Science Laboratory Supervisor.
4. The Committee consists of a total of seven members.

Chair

The Chair is appointed by the Vice President Human Resources.

Term of the Office

With the exception of permanent members, all terms are for three years with an option for renewal.

Secretary

The BSO is the permanent Secretary to the Committee.

Medical Advisor

The Vice President Human Resources invites a member of the medical community to advise on specific issues as required.

Ex Officio

The Vice President Human Resources may appoint an external resource person(s) as required.

Functions of Committee Members:

Functions of the Chair

1. To provide leadership and champion the mandate of the Committee.
2. To call and conduct meetings.
3. To prepare agendas.
4. To report Committee decisions to the H&S Committee.

Functions of the Biological Safety Officer

1. To assist the H&S Committee and the Biosafety Advisory Committee Chair on all matters regarding the administration of the Committee.
2. To enforce compliance to regulations and College Policies on behalf of the College.

3. To administer the regulatory permits, licenses, certificates, and accreditation on behalf of the College and serve as the point of contact between the College and the PHAC.
4. To administer and review the Biosafety Program including training and inspections as prescribed in the program.
5. Review the Plan for Administrative Oversight for Pathogens and Toxins annually and bring and proposed changes to the Biosafety committee.
6. To perform safety audits and laboratory assessments for new research projects.
7. To make recommendations on health, safety, and environmental standards.
8. To assist Lab Instructors (faculty) or Principal Investigators in preparing their Biosafety Permit applications.
9. To implement Committee decisions.
10. To sign Biosafety Permits.

Functions of the Secretary

1. To send notices of meetings and to prepare and circulate minutes.
2. To maintain records.
3. To act as a resource to the Committee.
4. To maintain communication with Committee members.
5. To inform Committee members of any unusual incidents, accidents, and violations of regulatory compliance.
6. To inform Committee members of changes in regulations.
7. To present new or amended College Policies for Committee approval.
8. To document and provide all necessary information required by the Committee.
9. To prepare and maintain necessary documentation.

ACCOUNTABILITY:

The Biosafety Advisory Committee is accountable to the Health and Safety Committee.

RESPONSIBILITY:

The Vice President Human Resources is responsible for the appointment of the Committee and its continued operation.

The BSO is administratively responsible for the operation of Committee, including issuing agendas, record keeping, and communication.

ADMINISTRATIVE SUPPORT:

The BSO provides administrative support to the Biosafety Advisory Committee.

OPERATING PROCEDURES:

Voting

All members, including the Chair, have voting privileges.

Meeting

The Chair calls meetings as necessary. A minimum of one meeting is held annually. The following conditions are considered necessary for quorum:

- At least half of the total Committee membership present.
- At least two of the faculty members present.

Reporting

The Biosafety Advisory Committee reports its activities through the Chairperson to the Health and Safety Committee and Vice President Human Resources, who reports to the Senior Administrative Team and to the Dean administratively responsible for the Science Department.

APPROVAL AUTHORITY: Health and Safety Committee

*** Levels of Authority for Decision Making:**

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.