Hard copy of this document, if not marked "CONTROLLED" in red,
is by definition uncontrolled and may be out of date.

Policy
for

EHS Council Charter

REVISION

Rev No.	DCN No.	Change Summary	Release Date	DCN Initiator	Document Owner
1	DCN0984	Edited document name, added section on sub-councils, general edits. Added title page and newest logo.	10-11-13	C. Boisclair	R. Segura

Prior revision history, if applicable, is available from the Document Control Office.

1 PURPOSE AND SCOPE

To establish an Environmental, Health and Safety (EHS) Council Charter that shall conduct regular reviews of standing agenda items and become part of the overall Management Review System for the College of Nanoscale Science & Engineering EHS Program.

2 RESPONSIBILITIES

2.1 **Chair**: Environmental Health and Safety Manager

2.2 **Council Members**: Representatives from the following: Faculty Senate (minimum 2 members), Academic Engineering Support Group, Student Services, Research Associates, Metrology, the Environmental and Safety Engineers, Facilities, graduate students and undergraduate students.

2.3 **Minutes**: EHS Department is responsible for documenting and distributing the monthly meeting minutes.

3 PROCEDURE

3.1 Schedule

Meetings shall be held on a bi-monthly basis based on the following:

- EHS Council – First Thursday of every other calendar month in the CESTM CR-1 conference room, unless otherwise notified.

3.2 Agenda

3.2.1 Accidents, Injuries and Incidents (Accident)

- Review open action items.
- Review new accidents; assign actions as required.
- Review metrics on a quarterly basis.
- Run chart of number of old open action items, assign actions as required.

3.2.2 Each accident, injury and incident is reviewed by a member of the EHS Department along with the Supervisor/Manager of the employee/process involved and is tracked monthly by the EHS Department via the Accidents-First Aid tracking sheet. This tracking sheet is derived from the following sources:

- Supervisor's Report of Accident forms (EHS-00026-F2),
- Employee Accident and Investigation Reports (EHS-00026-F7),
- Employee Near Miss Reports (EHS-00026-F4),
- First Aid Report forms (EHS-00012-F7),
- Emergency Response Reports (EHS-00019-F1),
- Odor Investigation Forms (EHS-00019-F2),
- Security Incident Reports (EHS-00025-F1),
- E-mail messages,
- Phone messages, and
- Direct employee reporting.

3.2.3 The Manager/Supervisor is responsible for immediate action taken to correct the root cause of the accident, injury and incident to prevent recurrence, for completing the Supervisor's Report of Accident form and for ensuring that the employee involved completes the Employee Accident Statement, if necessary.

3.2.4 Completed reports will be forwarded to EHS Department where a member of the department reviews the completed reports and either accepts the report as is, or requires follow-up action.

3.2.5 All completed accident, injury and incident reports are kept in a binder located in EHS Department. The reports shall be kept in chronological order by Calendar Year. All incidents, accidents or injuries that require root cause corrective action or follow-up will be tracked by the EHS Department on the Accidents-First Aid Tracking sheet and reported on a bi-monthly basis to the EHS Council.

3.2.6 Accidents, injuries and incidents will be assigned case numbers starting with "01". The consecutive numbering system will begin again with the number "01" at the start of each new calendar year.

3.2.7 A cumulative review of accidents, injuries and incidents and corrective actions will be held on an annual basis. The purpose of this review will be to trend accidents, injuries and incidents; establish new goals and compare actual performance versus stated goals. Corrective actions and follow-up as a result of the review will be recorded in the EHS Council meeting minutes.

3.2.8 More information regarding accident, injury, and incident recordkeeping can be found in EHS-00026.

3.3 Audits

- Review open action items.
- Review new audits results and assign corrective actions as required.
- Review metrics on a quarterly basis.
- Review of scheduled audits versus actual completion of audits on a quarterly basis.
- Run chart of number of old open action items, assign actions as required.

3.3.1 The Monthly review of audit items will start with verifying that all scheduled audits have been completed.

3.3.2 The second item is the "score card" review of the corrective action process. Have all deficiencies been assigned a corrective action, a responsible party and a due date, and have responses been received according to specified reply dates? All audit items that do not have replies and Audit Deficiency Reports (ADR's) from the prior month's audit which are still open at the time of the EHS Council meeting will be considered open audit action items.

3.3.3 The third review is of all the replies; how many remain open requiring verification or follow-up action? Items that remain open beyond three months (90 days) from the reply date will be added to the council as open audit action items.

3.3.4 Details of the EHS Audit system can be found in EHS Audit specification. Any audits which are scheduled prior to the next EHS Council meeting will be carried as open audit action items.

3.3.5 Each calendar year a cumulative review of ADR's will be performed using trend analysis charts in order to develop corrective action plans. Approved corrective action plans will be carried as open action items in the EHS Council meeting minutes.

3.3.6 Performance improvement goals shall be stated and tracked quarterly with the specific means of achieving the stated goals tracked as open action items in the EHS Council meeting minutes.

3.4 Suggestions

- Review open action items.
- Review new suggestions and disposition, assign actions as required.
- Review metrics on a quarterly basis.

3.5 Training

- Develop and review EHS training requirements matrix.
- Review open action items.
- Review training schedule, assign actions as required.
- Review metrics on a quarterly basis.
- Run chart of actual training courses held versus the number that is required, assign actions as required.

3.6 Policies and Procedures

3.6.1 The EHS Department will maintain a listing showing EHS and related policies and procedures and each Department/tenant affected by these documents.

3.6.2 Revisions to these specifications will be tracked quarterly by the EHS Department. A matrix showing changes to specifications and affected departments will be constructed and recorded in the EHS Council meeting minutes.

3.6.3 The EHS Department will determine if new specifications or revisions to existing specifications require training, and will communicate this to each affected Department/tenant.

3.6.4 Each affected Department/tenant will be required to submit to the EHS Manager documented proof of training to new/revised EHS procedures that require either training or re-training. If proof is not received prior to the next quarterly review, the item will be carried as an open action item in the EHS Council meeting minutes.

3.7 Sub-Councils

The EHS Council will create and resolve sub-councils on an as-needed basis. Membership will be based on skills and expertise needed on the council. All sub-councils will consist of at least one EHS professional, a student, and a Senate Council member at a minimum.

3.7.1 Standing Sub-Councils

Currently there are two standing sub-councils that report in annually to the CNSE EHS Council. The two standing councils are:

- Biosafety Council (EHS-00056)
- Radiation Safety Council (EHS-00066)

3.8 Revisions

All additions or deletions to this specification shall be under DCN Control with sign-off required by, but not limited to, the EHS Department.

4 RECORDS

The minutes of the EHS Council meeting shall be distributed to the College of Nanoscale Science & Engineering Executive VP of Innovation and Technology, the RF Operations Manager, and the EHS Council Members.

5 APPENDIX

Appendix A – Bi-Monthly EHS Council Meeting

Appendix A

To: Participants and Informed	**RECORDING OF A MEETING**	
Minutes:	**Phone.**	
Date:	**Time:**	**Location:**
Next Scheduled Meeting:		

Title:	**BI-MONTHLY EHS COUNCIL MEETING**

Participants

Name	Absent/Present	Department and Company	Room Number

Agenda
1. Incident/Accidents
2. Audit Schedule
3. Suggestions
4. Training
5. Policies and Procedures

Incidents/Accidents

Action Item #	Owner	Description & *Status*	Due	Closed?
I001				

Audit Schedule

Action Item #	Owner	Description & *Status*	Due	Closed?
A001				

Suggestions

Action Item #	Owner	Description & *Status*	Due	Closed?
S001				

Training

Action Item #	Owner	Description & *Status*	Due	Closed?
T001				

Policies and Procedures

Action Item #	Owner	Description & *Status*	Due	Closed?
P001	EHS			

OPEN BUSINESS
1.
2.