

Subject: Safety Review Committee Charter	Effective Date: March 6, 2017	Initiated by: ES&H Executive Board Chairperson
	Supersedes: Revision 5, dated April 19, 2013	Approved: Director

Introduction

The Safety Review Committee (SRC) is a Resource Subcommittee that supports the Environment, Safety, and Health (ES&H) Executive Board. It is responsible for reviewing a variety of documentation, evaluating safety related data, and providing information, comments, and recommendations on Laboratory safety concerns to the ES&H Executive Board.

Membership

Members will be nominated from among the various departments and organizations throughout PPPL, including Research, Engineering, Quality Assurance/Quality Control, Business Operations, Information Technology and Human Resources representatives with a goal of including a variety of staff levels and backgrounds. While not limited, membership is expected to be approximately 12 people. The committee chair is the Head of the Safety Division.

60% of the members must vote to pass any resolution. The SRC will meet at least quarterly and may meet more often at the discretion of the members. The SRC Chairperson can request the services of specific Laboratory employees to serve as non-voting Resource Members.

Responsibilities

The SRC is responsible for the following, as requested by the SRC Chairperson:

- Reviewing safety related plans, manuals, procedures, policies, and ES&H Directives that affect Laboratory wide safety issues and providing comments and recommendations to the Chair.
- Reviewing new or revised Safety Assessment Documents and Project Hazards Analyses and providing comments and recommendations to the Chair.
- Evaluating ES&H related data and information, including injury and illness reports, for trends and to determine judgments of need.
- Supporting communications efforts with regard to safety related information.
- Supporting any Lab-wide Safety Forums or safety related events as needed.
- Reviewing Lessons Learned information for possible application to the Lab and aid in determining resulting follow-up actions.
- Perform other tasks as directed by the ES&H Executive Board Chairperson or the SRC Chairperson.
- Maintaining minutes of meetings or review cycles, including approvals of any documentation.

The SRC Chairperson is responsible for:

- Preparing an agenda for meetings and distributing it to members.
- Approving, based on recommendations from the SRC Committee members, documents reviewed as above.
- Utilizing other resource personnel as needed for technical expertise in reviewing documents and information.

Reference Documents

O-021 ES&H Executive Board Charter

O-025 Electrical Safety Committee Charter