

<b>Subject:</b>  <b>Safety Review Committee Charter</b>	<b>Effective Date:</b>  April 19, 2013	<b>Initiated by:</b>  ES&H Executive Board Chairperson
	<b>Supersedes:</b> Revision 4, dated February 22, 2002 and TCR-R4-003	<b>Approved:</b>  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 around PPPL, including research, engineering and operations 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.

Members will serve a 2-year term, with half of the members rotating out of the committee each year. 60% of the members must be present to meet the quorum requirements for a meeting. The SRC will meet 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:

- 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 ESH&S 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.
- Providing recommendations to approve or comments to the ES&H Executive Board Chair, or other approval authority, for documents reviewed by the SRC Committee.
- 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 Subcommittee Charter