



Capital University of Science and Technology

Labs Safety Committee (Terms of Reference)

Mission:

- **Prevention** to risk/hazards,
- **Preparedness** for emergency/disaster, and
- **First aid.**

(Calmness is a key to success)

Scope of work:

- To conduct health and safety training at the start of each regular semester for undergraduate engineering students, particularly for each lab course of the semester and generally for preparing students how to behave/act during any disaster while their stay at the university.
- To conduct health and safety seminar/workshop for faculty, staff and students (at least once a year).
- To regularly monitor and update health and safety effective measures and resources as per the requirement through proper channel.
- To conduct health and safety training for those graduate engineering students who want to use lab(s) for their research work, as and when required.

Implementation:

- There should be a Health and Safety (H&S) team at the department level, comprising of a faculty member and two lab engineers, to implement the above scope of work. The members of “Lab Safety Committee” can lead the team as “H&S In charge”. In this way, H&S In charge can easily communicate between the department and committee. H&S In charge shall look after the safety measures listed in Annexure B.
- The minimum meetings of “Labs Safety Committee” shall be at least four in a year i.e. Two for each regular semester as per following schedule:
 - ◇ First meeting shall be two weeks before the commencement of regular semester to share the latest safety measures to be implemented in coming semester.
 - ◇ o Second meeting shall be in 3rd week of each regular semester to update the committee about the implemented safety measures and to share the experiences.
- There will be two additional meetings of “Labs Safety Committee” if there is any PEC/HEC visit as per following schedule:
 - ◇ First meeting shall be two weeks before the visit date to update the implemented safety measures and to find out the flaws to be removed.
 - ◇ Second meeting shall be two days before the visit date to ensure the measures taken.