CENTRE FOR NEUROSCIENCE STUDIES
SAFETY COMMITTEE

TERMS OF REFERENCE

Committee: Safety Committee
Centre for Neuroscience Studies, Queen’s University

Purpose: To review all safety issues and concerns at all physical locations of which the Centre for Neuroscience Studies houses research labs or offices.

Space under the mandate of this committee is:
- Botterell Hall 2nd Floor
- Abramsky Hall 1st Floor and Basement
- Cancer Research Institute Basement (MR Facility and Non-Human Primate Labs)
- Hotel Dieu Hospital Centennary
- Kingston General Hospital Connell 4

Objectives: To ensure the safety policies of the university and/or relevant hospitals are upheld and followed by users

To disseminate necessary safety information to all users

To report to the Executive Committee of the Centre for Neuroscience Studies on at minimum an annual basis and additionally as required

Membership: Voting
- Safety Officer – Chair
- Deputy Safety Officer - CNS Botterell Hall
- Deputy Safety Officer – CNS Abramsky Hall
- Deputy Safety Officer – CNS CRI MR Facility
- Deputy Safety Officer – CNS NHP Facility
- Deputy Safety Officer – HDH Labs
- Deputy Safety Officer – KGH Labs
- Graduate Student Representative

Terms: Graduate Student Representative:
- The student will sit on the Committee for a one-year term to allow for equal access to Committee involvement for all students.
  - The same student can sit on the committee for a maximum of two years in a row but must be re-elected through the September election period rather than be grandfathered into the position for the next year.
- The student representative will be elected by the CNS student body through the CNS September election period.
- The first meeting after the September election will have both the outgoing and incoming student representatives to allow for proper transition of responsibilities.

Chair: Safety Officer of Deputy Safety

Secretary: Senior Secretary, Centre for Neuroscience Studies
Meetings: Twice Yearly (or as required)

Quorum: 60% of the membership

Distribution of Minutes: All Council Members

Communication: Meeting material may be deemed inappropriate for public access given the nature of the research labs. Relevant meeting material will be disseminated.