

**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 2<sup>nd</sup> Floor
  - Abramsky Hall 1<sup>st</sup> Floor and Basement
  - Cancer Research Institute Basement (MR Facility and Non-Human Primate Labs)
  - Hotel Dieu Hospital Centenary 1
  - 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.