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MEMORANDUM

TO: Policy Steering Committee

FROM: Ronald W. Rousseau 
Chair, Institute Council on Environmental Health and Safety

SUBJECT: Charter of the Institute Council on Environmental Health and Safety

The Institute Council on Environmental Health and Safety (IC-EHS) was established in 2007 following recommendations provided by an external peer-review team. Authorization of the IC-EHS was signed by the Provost and Vice-President for Academic Affairs and the Senior Vice President for Administration and Finance. With seven years of experience since the Council was established, the charter of the IC-EHS needs revision and further clarification. In addition, changes in Institute leadership and re-organization of the Office of the Provost, make it is necessary to update the reporting structure of the IC-EHS. This document will serves these purposes.

Update of Institute Council Charter

The Georgia Institute of Technology strives for safe performance of all duties in pursuit of its mission. It is imperative that safety in all activities, including research, teaching and administration, be recognized as a primary priority for our faculty, staff, and students.

The Institute Council on Environmental Health and Safety (IC-EHS) is charged with formulating, integrating and updating Georgia Tech's programs, policies, committees, policies, and compliance procedures related to environmental health and safety. It serves as a forum in which overlapping and joint areas of concern of various faculty led safety committees are reviewed and clarified, and where individual committee jurisdictional questions will be resolved. The Council is also responsible for identification of new environmental health and safety matters that may emerge as new activities are undertaken and as new technologies develop or old ones change direction. In instances where such new activities do not fall within the purview of an existing committee, the Council may expand the area of concern of an existing committee or recommend the creation of a new committee.

Roles and responsibilities of the IC-EHS include developing and implementing EHS policies and providing related information to Georgia Tech schools, departments, laboratories and centers regarding compliance matters including chemical, biological, radiological, environmental, occupational health and safety issues. The IC-EHS assesses the effectiveness of these policies, programs, and procedures and the risks associated with non-performance/and or non-compliance. The IC-EHS has the authority to recommend disciplinary actions, in accordance with Institute procedures, for anyone who violates Georgia Tech safety rules.

The following representatives will make up the IC-EHS:

- Senior Academic Officer (Chair)
- Director of EHS (Secretariat)
- Chair, Biological Materials Safeguard Committee (BMSC)
- Chair, Chemical and Environmental Safety Committee (CESC)
- Chair, Institutional Animal Care and Use Committee (IACUC)
- Chair, Institutional Biosafety Committee (IBC)
- Chair, Occupational Health and Safety Committee (OHSC)
- Chair, Radiation Safety Committee (RSC)
- Director of Health Services
- Representative of Legal Affairs
- Representative of Office of Human Resources
- Representative of Office of Research Integrity Assurance
- Vice President for Research

Beyond the IC-EHS, the IBC, IACUC and RSC and the Institute Biosafety Officer, Institute Radiation Safety Officer, and the Lab and Chemical Safety Manager have authority under federal and state regulations to oversee safe conduct in their respective domains.

The IC on Environmental Health and Safety reports to the Office of the President through the Executive Vice President for Administration and Finance and through the Executive Vice President for Research.

Handwritten signature of Steve Swant in black ink, with the date "2.27.15" written at the end of the signature.

Steve Swant
EVP for Administration and Finance

Handwritten signature of Steve Cross in black ink.

Dr. Steve Cross
EVP for Research

2/25/2015