



## THE BIOSAFETY COMMITTEE

August 9, 2024

Western's Biosafety Officer is responsible for administering the Biosafety program on a day-to-day basis and for providing technical advice on safety procedures, equipment and relevant regulations.

### **Mandate**

The Western University Biosafety Committee (WUBC) is a Subcommittee of the University Health and Safety Committee (UHSC) and makes recommendations to the UHSC on all matters pertaining to biosafety at Western. The WUBC, in conjunction with the Biohazards Subcommittee, is mandated to fulfill the responsibilities of a Research Institution Biological Safety Committee as described in the current versions of the Canadian Biosafety Standard (CBS) and/or Canadian Biosafety Handbook (CBH). These responsibilities include verifying that all work with biohazardous agents carried out at Western University is in accordance with the required safety practices.

### **Terms of Reference**

- I. To make recommendations to the Vice President, Operations and Finance and UHSC on actions and/or policies related to biosafety at Western University.
- II. To monitor and promote compliance with the established policies and procedures as set out in the current editions of the Canadian Biosafety Standard (CBS), Canadian Biosafety Handbook (CBH), and other governmental and University guidelines related to biosafety.
- III. To review Biosafety-related reports on inspections, incidents, and corrective actions and monitor for trends in non-compliance.
- IV. In collaboration with the University Biosafety Officer (BSO), to review, recommend and act as an expert resource for biosafety education and training programs at Western.

- V. To recommend to the UHSC that appropriate institutional occupational health programs be put in place as necessary to achieve the outcomes stated above.
- VI. To establish Subcommittees to carry out specific tasks as mandated by the UHSC

### **Membership**

Special Advisor (Research) or designate  
HPTA License Holder Representative  
Occupational Health Physician (ex-officio)  
Director, Animal Care and Veterinary Services  
Director, Health, Safety and Well-being (ex-officio)  
Schulich School of Medicine & Dentistry (2 with at least one from the Department of Microbiology and Immunology)\*  
Faculty of Science (2 with at least one with plant and fungal expertise)\*  
Faculty of Health Sciences (1)\*  
Faculty of Engineering (1)\*  
Facilities Management - Director (1)\*  
Research Technician (1)\*  
Western Special Constable Service (1)\*  
Director of Operations, High Containment Laboratory  
Society of Graduate and Post-Doctoral Students member (1)\*  
University Veterinarian (1) (ex-officio)  
Animal Research Safety Consultant (1) (ex-officio)  
University Biosafety Officer (ex-officio)

\*Appointed by Dean of Faculty, Director/Chair of Department, or Scientific Director of Centre/Institute

### **Term**

A maximum appointment of 3 years - renewable.

### **Frequency of Meetings, Quorum**

The Biosafety Committee will meet two times per year, or as needed. For voting purposes 5 members must be present.

## **BIOHAZARDS SUBCOMMITTEE:**

### **Mandate**

The Biohazards Subcommittee is a Subcommittee of the Western University Biosafety Committee (WUBC) and makes recommendations to the WUBC on all matters related to the use of potentially biohazardous materials at Western. All members of the Biohazards Subcommittee are members of the WUBC. The Subcommittee reviews all protocols involving work with potentially biohazardous materials to ensure that such use is in conformity with the current versions of the Canadian Biosafety Standard (CBS), Canadian Biosafety Handbook (CBH) and all relevant government and University guidelines.

### **Terms of Reference**

1. To review and approve new Biological Agent Permit Applications (BAPAs) for containment level 1-3 research, greenhouse/field trials involving genetically modified organisms, and undergraduate laboratory courses. Applications are reviewed and renewed every three years. Modifications to existing BAPAs are reviewed as needed.
2. To make recommendations to the Biosafety Committee on actions/policies related to biosafety at Western University.
3. To monitor and promote compliance with the established policies and procedures as set out in the current edition of the CBS, CBH, and other governmental and University guidelines related to biosafety.
4. To develop and recommend policies and procedures to the Biosafety Committee that meet or exceed the requirements for each containment level as stated in the CBS and/or CBH, or other applicable standards.
5. To review the procurement and use of all biohazards, including animals, human source tissues, blood and body fluids for research and undergraduate teaching, and to recommend and monitor the appropriate safety precautions.
6. To review the Biological Agents Permit Application questionnaire and related procedures annually to ensure that the procedures continue to meet the needs of the Biosafety Program.
7. To generate an Annual Report, forwarded to the WUBC by the Biosafety Officer.

## **Membership**

Special Advisor (Research) or designate

Director, Department of Animal Care and Veterinary Services

Three other members, at least one who is a virologist and one a bacteriologist

University Veterinarian

Animal Research Consultant

Occupational Health Physician

Director of Operations, High Containment Laboratory

University Biosafety Officer

*If possible, all members shall appoint an alternate to attend meetings in their absence.*

## **Frequency of Meetings, Quorum**

The Biohazards Subcommittee meets monthly or as requested by the Biosafety Officer. For voting purposes, 3 members must be present.