

DRAFT LASER SAFETY COMMITTEE CHARTER

March, 2014

Function

The Laser Safety Committee (LSC) is an expert sub-committee of the LBL Safety Advisory Committee (SAC). The LSC provides recommendations and advice to the LBNL Laser Safety Officer (LSO) on policies and practices regarding the safe conduct and regulatory compliance of laser-related work at LBNL. The goal of the Committee is to assure effective integration of these policies and practices into the research conducted at LBNL. This Committee may discuss and study issues brought to them by LBNL and EH&S staff, Laboratory and/or Division management.

Membership/Composition

The Chair of the SAC appoints the LSC Chair. Division Directors may nominate members of their organizations to the SAC Chair. The LSC Chair selects members from LBNL staff who have experience directing or are otherwise involved in experiments using lasers.

Participation by research scientists and engineers is crucial for the proper functioning of the Committee. Appointments and membership are for a term of two years, with the possibility of unlimited renewal. The Committee membership must consist of at least 4 scientists and engineers and the Laser Safety Officer. Representation that is reflective of the broad laser research community is desired. Other experts (from institutions such as UC Berkeley, DOE, or other National Laboratory staff) are encouraged to attend the meetings and contribute to the discussions.

Meetings

Meetings or discussions will be scheduled when relevant questions, initiatives or problems arise. The format of these meetings may vary depending upon the topics and may consist of in-person meetings or other alternate methods (such as teleconference or email exchange). When members are unable to attend, substitutes may be designated to attend specific meetings. In case of member inactivity, the LSC Chair may contact the member's line management to ask that a replacement be nominated. Minutes must be recorded for every meeting.

The LSC Chair, or designee, must present a report on Committee activities at a SAC meeting, at least annually.

Provision for Amendment

The LSC Chair or a SAC member may submit to the SAC Chair recommendations for the amendment of this charter.