

Committee on Safety

The Committee on Safety promotes an awareness of safety and health matters within the AOAC membership and gives guidance in that area with particular emphasis on consideration of safety as part of the AOAC *Official Methods*SM Program.

There shall be a minimum of five members, including the chair and past chair.

Safety Advisors should be consulted and included at any point in the method validation and collaboration process as requested by any AOAC groups.

Duties and Responsibilities of Safety Committee Members

- a. Evaluate collaborative study protocols and manuscripts with regard to inclusion of safety related information. Transmit comments via safety checklist. Respond to protocols and manuscripts in a timely manner.
- b. Make recommendations as to any cautionary statements that should be included in the method for final publication in OMA.
- c. Clarify any procedural or other questions with the Study Director(s) that might have an impact on the safety of the method, if necessary.
- d. Serve as advisors to Methods Committees by giving comments and advice to Methods Committees on safety matters.
- e. Make recommendations for modification of the safety checklist as necessary to the OMB.
- f. Participate as non-voting members on committee conference calls when requested.
- g. Propose updates to Appendix B, Laboratory Safety, in the OMA as needed.
- h. Stay current on the latest laboratory issues.
- i. Committee on Safety chair serves as a member of the Official Methods Board.

Criteria for Serving as a Safety Advisor

- a. Must be a member of AOAC INTERNATIONAL.
- b. Must have a letter of support from the sponsoring organization (employer.
- c. Must have an executed AOAC Volunteer Acceptance Form.
- d. Must have experience in organizational safety functions (e.g. Chemical Hygiene Officer, Laboratory Safety Officer, or equivalent experience).
- e. Must have documented formal safety training.
- f. Must be familiar with OMA, Appendix B, Laboratory Safety.

- g. Must have successfully completed training from the AOAC Committee on Safety to ensure the member is able to perform adequate safety reviews of methods.

Process for Appointing a Member of the Committee on Safety

If members are needed on the Committee on Safety, the general membership is solicited. Interested parties are asked to submit letters of interest addressing the criteria, resumes/CVs, and a letter of support from their sponsoring organization when applicable, to the AOAC staff. These letters are forwarded to the chair of the Committee on Safety.

The Committee on Safety chair recommends members to the OMB chair. Upon agreement by the OMB, the OMB chair requests that the President send a letter of appointment to the Committee on Safety candidate selected. Copies of the letter will be sent to Committee on Safety chair and the candidate's supervisor. The appointment is generally for a three-year term unless otherwise recommended by the Committee on Safety's chair.

The President sends a thank you letter and a Certificate of Appreciation to the Committee member, with copies sent to the Committee chair and OMB chair at the conclusion of a Committee appointment. Letters are also sent if a Committee member resigns his/her appointment because of retirement, changes in employment responsibilities, removal, or if he/she becomes unable to carry out the duties of a Committee member.

Process for Removing a Committee on Safety Member

If a member of the Committee is not performing the duties appropriately; the Committee chair will recommend replacement of the member to the OMB chair. The OMB chair will bring the matter before the OMB for discussion and a vote. It will take at least two-thirds of the OMB to remove a Committee member. Upon a determination by the OMB to remove a Committee member, the OMB chair will notify the President.

Upon removal, a thank you letter from the President is sent to the Committee member, with copies sent to the Committee chair and the Official Methods Board Chair.