

Deakin University Laboratory and Biosafety Committee (LBC)

TERMS OF REFERENCE

PURPOSE

The Laboratory and Biosafety Committee is responsible to the Deputy Vice-Chancellor (Research) for oversight of technical aspects of laboratory safety, radiation safety, biosafety and biosecurity across the University. It monitors laboratory practices in research and teaching and provides advice on risk assessment and management. The Committee acts as the Institutional Biosafety Committee as required by the [Gene Technology Act \(Commonwealth\) 2000](#).

FUNCTIONS

1. To advise the Deputy Vice-Chancellor (Research) on laboratory, biosafety, biosecurity and radiation issues in research, teaching and academic activities. This includes safe work practices, risk assessment and hazards to researchers, students, the community and the environment.
2. To promote understanding of biosafety, biosecurity and radiation safety within the University, knowledge of legislation and guidelines in relation to potentially biohazardous research and to provide advice to researchers and other members of the University.
3. To review projects requiring biosafety clearance in accordance with legislation and guidelines set by the Office of the Gene Technology Regulator (OGTR), Department of Agriculture and Water Resources, Department of Health and other duly constituted bodies.
4. To monitor risk assessment and control of hazards in relation to laboratory practices and biosafety, biosecurity and safe use of radiation.
5. To inspect and report on laboratories and facilities certified by the OGTR. To monitor and advise on other facilities used for teaching and research activities involving potential biohazards, with particular regard to legislative and safety requirements.
6. To receive reports from the Radiation Safety Officer on projects involving the use of radiation, and compliance with Commonwealth and State radiation legislative requirements.
7. To ensure that there is a system in place for training and assessment of staff and students in biological and radiation safety.
8. To monitor the adequacy of qualifications and experience of personnel involved in projects or managing facilities falling within the responsibilities of the Committee.
9. To liaise with the University Health, Wellbeing and Safety Committee on matters concerning staff occupational health and safety.
10. To ensure that adequate records are kept and make appropriate information from these records available in response to requests from a duly constituted authority.
11. To report annually to the University on the activities of the Committee.

COMPOSITION

The membership requirements are set out in the [Guidelines for Accreditation of Organisations](#).

Members are appointed by the Deputy Vice-Chancellor (Research). The usual term of appointment is two years, and members are eligible for reappointment.

Members are required to comply with the University's [Conflict of Interest Procedure](#).

- Chair
- Deputy Chair
- Occupational Health and Safety Manager (*ex officio*)
- Biosafety and Biosecurity Officer
- Radiation Safety Officer
- At least two members with expertise that covers the following areas:
 - biological safety facilities and equipment
 - microbiology
 - molecular biology or genetics
 - laboratory expertise in the physical sciences or engineering
- An independent member, not associated with Deakin University
- Co-opted members (the Committee may co-opt additional members from time to time for particular purposes and specified periods).

Secretary

The Secretary of the Laboratory and Biosafety Committee shall be a member of Deakin Research Integrity.