



---

## L&I DOSH Hazardous Drug Handling Advisory Committee Charter

### I. Authority and Purpose

Washington Administrative Code (WAC) 296-62-50055(2)(a) establishes a Hazardous Drug Advisory Committee. The purpose of the Hazardous Drug Advisory Committee is to discuss the following:

- New recommendations from the National Institute of Occupational Health and Safety (NIOSH).
- Scientific and technological developments.
- Other unanticipated issues related to implementation of the hazardous drug handling rule.

The Advisory Committee may provide recommendations to the Washington State Department of Labor and Industries (L&I) Division of Occupational Safety and Health (DOSH) regarding appropriate actions. Any recommendations are advisory only. The Committee may establish subcommittees and taskforces to address specific issues.

### II. Membership

Members of the Hazardous Drug Advisory Committee will include, at a minimum, the following:

- Five business and five employee representatives of the health care industry.
- One employer and one employee representative from the Department of Social and Health Services to represent state agencies that have duties as employers under the rule.
- L&I DOSH may appoint one non-voting member from the Department of Health in consultation with the Department of Health.

In member recruitment and selection, L&I DOSH will strive to have representatives from diverse health care settings, including but not limited to: outpatient clinical practices; community pharmacies including compounding pharmacies; hospitals and large healthcare organizations; nursing homes and long term care facilities; and veterinary medicine practices. L&I DOSH will appoint additional business and labor members when appropriate to address the diversity of stakeholder interests.



---

## L&I DOSH Hazardous Drug Handling Advisory Committee Charter

L&I DOSH will appoint members for vacant positions from nominations from recognized statewide business and labor organizations and associations. Committee members will serve a term of two years except for the first terms will split between two years and three years to allow for staggered terms. L&I DOSH may remove and replace Committee members who are not fulfilling their duties.

Committee members are to:

- Attend all Advisory Committee meetings. In the event a Committee member is unable to attend, every effort should be made to send the alternate with authority to fulfill the member's role.
- Are well prepared for the meetings.
- Bring and/or respond to issues related to the implementation of the hazardous drug rule.
- Recognize that serving the public interest is the top priority.
- Recognize that the Advisory Committee must operate in an open and public manner.
- Communicate well and actively participate in Committee discussions.
- Possess a willingness to work with the Committee in making decisions.
- Recognize that compromise may be necessary in order to reach Committee consensus.
- Recruit and encourage participation from their representative communities.
- Be responsible for any action item applicable to their constituents and ensure task completion is on time.
- Propose agenda items using input from their representative communities.
- Participate in subcommittees.

### III. L&I DOSH Chair

A representative of L&I DOSH's Standards & Technical Section will chair the committee. The L&I DOSH chairperson is a non-voting member and will provide guidance and leadership to the committee. The L&I DOSH chairperson is responsible for the following:

- Planning meetings and preparing agendas. The agenda will be distributed using L&I DOSH's Hazardous Drug Rule listserv and posted on L&I DOSH's Hazardous Drug Advisory Committee on the L&I internet site.
- Lead the meetings and ensure notes are taken. Meeting notes will capture the essence of deliberations held and include any Committee recommendations. Meeting notes will be distributed using L&I DOSH's Hazardous Drug Rule listserv and posted on L&I DOSH's Hazardous Drug Advisory Committee on the L&I internet site prior to the next meeting.
- Ensure the meetings follow the agenda as closely as possible.



---

## **L&I DOSH Hazardous Drug Handling Advisory Committee Charter**

- Ensure the meetings begin and end on time.
- Be responsible for any action item taken and complete it on time.

### **IV. Committee Chairpersons**

The business and labor chairpersons are selected as follows:

- The business member chairperson is selected by the business Committee members.
- The labor member chairperson is selected by the labor Committee members.
- The business chairperson may be removed by a majority selection of the business members at anytime.
- The labor chairperson may be removed by a majority of the labor members at anytime.

The business and labor member chairperson have the following responsibilities in addition to their member responsibilities:

- Consult with the L&I DOSH chair on the development of the agenda.
- Review meeting notes to ensure accuracy prior to publication/distribution.

### **V. Subcommittees and taskforces**

Subcommittees and taskforces will consist of at least one labor and one business committee member whenever possible and are open to participation from interested business, labor, and government representatives and other subject matter experts. A representative of L&I DOSH's Standards & Technical Section will chair all subcommittees and task teams and will be responsible for the following: scheduling and notification of subcommittee meeting; ensure notes are taken; and other administrative functions as necessary.

### **VI. Consensus, Voting, and Quorum**

The Committee members will act in good faith to reach consensus when working to develop recommendations to the Department. If consensus cannot be reached, decisions will be made by a majority vote of the quorum. The presence of one-half plus one of the membership will constitute a quorum.

### **VII. Meetings**



---

## **L&I DOSH Hazardous Drug Handling Advisory Committee Charter**

Frequency of meetings will be determined based on the agenda and need. All meetings will be open to the public. Public comment and participation at meetings are to be encouraged.

Advance notice of all meetings will be posted on the L&I DOSH Hazardous Drug Advisory Committee webpage.