



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. All committee meetings are open to the public.

II. Membership

Membership of the Hazardous Drug Advisory Committee will be open to all interested stakeholders. Members can include:

- Businesses and business representatives
- Labor, employees and employee representatives
- Representatives from local, city, county and state government agencies
- Representatives from health care facilities and health care organizations

Attendees at committee meetings will be able to:

- Attend all Advisory Committee meetings.
- Bring and/or respond to issues related to the hazardous drug rule or other topics of interest to the stakeholder community
- Propose specific dates for future committee meetings
- Propose future agenda items
- Recommend establishing and participating in subcommittees



L&I DOSH Hazardous Drug Handling Advisory Committee Charter

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 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 page on the L&I internet site prior to the next meeting.
- Ensure the meetings follow the agenda as closely as possible.
- Ensure the meetings begin and end on time.
- Be responsible for any action item taken and complete it on time.

IV. Committee Co-Chairperson

The committee co-chairperson will be selected as follows:

- A member of the stakeholder community will be elected as the committee co-chair each year
- The co-chair will have a one year term. A co-chair can serve multiple terms as the chair if they are re-elected by the committee members.
- The co-chair will consult with the L&I DOSH chair to develop the agenda for all meetings
- The co-chair will assist in facilitating each committee meeting
- The co-chair will review meeting notes to ensure accuracy prior to publication/distribution.

V. Subcommittees and taskforces

Subcommittees and taskforces can be established by a majority vote of the committee. Subcommittees and taskforces can be established to discuss new and emerging trends, topics and issues with the stakeholder community. Subcommittees and taskforces are open to participation from all 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.



L&I DOSH Hazardous Drug Handling Advisory Committee Charter

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 simple majority vote (one half plus one) of the members in attendance at the meeting when the vote takes place.

VII. Meetings

Committee meetings will be scheduled at least annually. Additional meeting will be scheduled based on the agenda, topics to be discussed and need. Establishing the date, time and location of future meetings will be a standing agenda item at all committee meetings. 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 two months before the meeting and a draft agenda will be posted three weeks prior to each meeting.