

Environmental Health & Safety Animal User Occupational Health And Medical Surveillance Policy



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I. Purpose

To serve as a program to evaluate and monitor the health status of visitors, students, faculty, and staff who may have animal related exposures in the Laboratory Animal Resource (LAR) area and other university research activities, daily work routines, and/or occupational activities. Such environments shall include, but not be limited to, research laboratories, teaching laboratories, or field environments involving wild animals.

II. Scope

This policy applies to all designated faculty, staff, students, and visitors at Wright State University or University managed facilities who have animal related exposures.

Occupational health and medical surveillance is accomplished through a program consisting of training, completion and submission of a medical surveillance questionnaire, medical examination and screening, if warranted, by the University Occupational Health Professional and periodic updates and hygiene monitoring.

III. Definitions

- A. Administrative Controls** - changes in procedures such as written policies, rules, supervision, access restrictions, training, and scheduling with the goal of reducing the duration, frequency, and severity of animal related exposure.
- B. Animal Related Exposure** – contact, or potential contact, with animals, animal waste/dander, non-sanitized animal cages or enclosures, non-fixed or non-sterilized animal tissues, fluids, waste and/or dander, or providing service support to animal equipment, devices, and/or facilities.
- C. Engineering Controls** – the use of machinery or equipment to eliminate or reduce animal related exposure. Examples include local exhaust systems.
- D. Industrial Hygiene Monitoring** - Initial or periodic surveys of work areas or operations to identify and evaluate potential health risks to animal related exposures.
- E. Personal Protective Equipment (PPE)** - Safety equipment designed to protect employees from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards. Common PPE includes, but is not limited to, gloves, aprons, face shields, and goggles.

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IV. Responsibilities

A. Environmental Health and Safety (EHS)

1. Develop and maintain the Animal User Occupational Health and Medical Surveillance Policy.
2. Maintain medical surveillance questionnaires, Fit for Duty Forms, and related files in accordance with applicable laws.
3. Schedule medical exams or services with the Occupational Health Professional or other designated practitioner.
4. Provide periodic inspections of all work areas and conducting periodic industrial hygiene monitoring.
5. Exposure analysis, trending, and root cause analysis of accidents, injuries, illnesses and near misses.
6. Perform risk assessments, PPE assessments, and make recommendations for appropriate PPE.
7. Develop and maintain a web based occupational health and safety training program for personnel with animal related exposure.

B. Occupational Health Professional (OHP)

1. Review of medical surveillance questionnaires to determine fitness for duty or if further medical screening/evaluation is recommended prior to continuation of work. This determination is based on the inherent risks associated with the type of animal related exposure and the individual's medical history.
2. The identification of all individuals participating in the medical surveillance program with signs/symptoms, or a predisposition to illness or disease, which require engineering or administrative controls to reduce exposure.
3. Completion and submission of the Fit for Duty Form to EHS designating individuals as fit for duty, fit for restricted duty, or requiring additional medical surveillance prior to returning to work.
4. Use of the Animal User Occupational Health and Medical Surveillance Program Requirements Matrix as a guide for providing medical services.
5. Review of Animal User Occupational Health and Medical Surveillance Program Requirements Matrix for its appropriateness relative to the identified exposure or hazard and medical surveillance criteria.
6. Provide periodic recommendations to EHS for the Occupational Health and Medical Surveillance Policy when new job duties or animal related exposures are identified, medical information is updated, techniques are revised, or there are medical science advances.

C. Laboratory Animal Care and Use Committee

1. Assure oversight of the Animal User Occupational Health and Medical Surveillance Policy as an integral component of the Wright State's Animal Use Program for the humane care and use of animals, using the *Guide for the Care and Use of Laboratory Animals* as a basis for evaluation.

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D. Laboratory Animal Resources Director

1. Oversee all animal and human health conditions in the LAR.
2. Work with EHS in the implementation and development of the Animal User Occupational Health and Medical Surveillance Policy.
3. Provide key card access to LAR to only those individuals who have performed the following:
 - i) Completed the web based occupational health and safety training program for personnel with animal related exposure.
 - ii) Completed and submitted the medical surveillance questionnaire as instructed at the end of the web based occupational health and safety training program for personnel with animal related exposure.
 - iii) Fulfilled the requirements for further medical evaluation if accepting that option upon notification from EHS based on the OHP review of the individual's Medical Surveillance Questionnaire.

E. Managers, Supervisors, and/or Principal Investigators

1. Ensure all employees, students, and visitors under their supervision who have animal related exposures complete the web based occupational health and safety training program for personnel with animal related exposure.
2. Ensure all individuals under their supervision who have direct animal contact complete and submit the medical surveillance questionnaire prior to animal related exposures.
3. Ensure all individuals under their supervision attend all scheduled medical appointments.
4. Investigate all accidents, injuries, illnesses, or near-misses (including, but not limited to, animal bites and scratches) and ensure the completion and submission of the university Injury/Illness & Incident Report Form.
5. Ensure all individuals under their supervision wear proper PPE and have been trained on all the potential hazards of the duties they are asked to perform.
6. Inform EHS when commissioning new research or when there are changes in materials, processes, equipment, laboratory design, or when a job duty changes such that a new animal related exposure exists.
7. Inform individuals under their supervision when process, facility, or equipment changes occur.
8. Ensure, through their department, division, unit, or college, that all medical service expenses incurred as a result of this policy by individuals under their supervision are paid.

F. Employees

1. Attend all required training as directed by their manager, supervisor, or Principal Investigator.

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2. If performing tasks resulting in direct animal contact complete and submit the Medical Surveillance Questionnaire and update it as changes occur relating to any medical condition or history.
3. Report to their supervisor and EHS any health conditions or symptoms that may be the result of an animal related exposure, or any illnesses/injuries, or near miss (including, but not limited to, animal bites and scratches) occurring while performing their duties.
4. Compliance with all animal related and laboratory safety policies, including, but not limited to, the wearing and proper use of PPE.
5. Become familiar with all standard operating procedures for safety, health, emergency situations.

V. Procedures

- A. For those individuals performing job duties requiring a medical exam prior to starting work (i.e., LAR staff with animal related exposures and all personnel with non-human primate contact) a medical appointment will be scheduled for them with the OHP by EHS, or in the case of a new employee, by Human Resources. These individuals must also complete the web based occupational health and safety training program for personnel with animal related exposure. (www.wright.edu/research/compliance/animal-welfare#training) prior to performing duties resulting in animal related exposure.
- B. Individuals not otherwise required to have a pre-employment medical exam who are assigned to duties that result in animal related exposure must complete the web based occupational health and safety training program for personnel with animal related exposure (www.wright.edu/research/compliance/animal-welfare#training)
- C. Upon completion of the training program individuals performing tasks that result in direct contact with animals, non-fixed animal tissue, or with non-sanitized animal caging or enclosures will complete and submit to EHS the Medical Surveillance Questionnaire.
- D. All Medical Surveillance Questionnaires completed and submitted to EHS will be evaluated by the OHP to determine fitness for duty or if further medical screening/evaluation is required prior to continuation of work. This determination is based on the inherent risks associated with the type of animal related exposure and the individual's medical history.
- E. A Fit for Duty Form, declaring the individual fit for duty, will be completed, approved, and submitted to EHS by the OHP if their evaluation of the questionnaire allows them to make that determination.
- F. If, after review of the questionnaire, the OHP determines a declaration of fit for duty is not possible then the form will be completed as such and submitted to

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EHS. Based on the information provided by the OHP one of the following could occur.

1. The OHP has determined a more thorough medical evaluation is necessary for an individual. Upon receipt of a Fit for Duty Form that states further medical evaluation is necessary EHS will notify the individual with options to schedule an appointment with the OHP, schedule an appointment with their personal physician, or to opt out of further participation in the program by signing a declination form. An individual accepting the option of further evaluation may be allowed to continue to work until he/she awaits further evaluation or may be put on restricted duty to prevent animal related exposure.
 - (i) Whenever an individual is scheduled for an appointment with the OHP a twenty-four hour notice is required to cancel. Responsible parties may be charged for late cancellations or “no-shows”. In addition, without manager, supervisor, or Principal Investigator authorization, failed appointments may be grounds for disciplinary action.
 - (ii) Individuals requiring medical exams due to their job duties, or based on their election to participate in the medical surveillance program, must have a medical exam as a condition for continued performance of their specified duties.
 2. The OHP has determined a more thorough medical evaluation is not necessary but the individual should be put on restricted duty until such a time that the reasons indicated on the form are addressed. Examples of such reasons include, but are not limited to, awaiting medication or waiting for the establishment of engineering or administrative controls.
- G.** The OHP will utilize the Animal User Occupational Health and Medical Surveillance Program Requirements Matrix as a guide for determining medical evaluations, screening, vaccinations, etc...
- H.** In the event further medical evaluation discovers an issue preventing an individual from safely performing their duty the individual may be temporarily removed from the duty, reassigned duties, or will otherwise be removed from the animal related exposure until engineering or administrative controls can be designed and implemented. PPE may be necessary and will be used if engineering or administrative controls are unsuccessful.

VI. Training and Recordkeeping

- A.** The web based occupational health and safety training program for personnel with animal related exposure ([Animal: Occupational Health & Safety training](#)) is required for all individuals having animal related exposure. Managers, supervisors, and/or Principal Investigators are responsible to ensure individuals under their supervision complete this training.

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- B. Records of the individuals completing the training program are maintained by LAR.

VII. References

- A. Animal User Occupational Health and Medical Surveillance Program Requirements Matrix

- B. [Guide for the Care and Use of Laboratory Animals \(2011\)](#)
Institute for Laboratory Animal Research ([ILAR](#))
<http://www.wright.edu/research/compliance/animal-welfare>

[Occupational Health for Personnel Handling Laboratory Animals – Hazards Associated with the Use of Laboratory Animals](#)

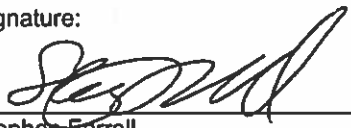

- C. [NIOSH Preventing Asthma and Allergies Alert Preventing Asthma in Animal Handlers \(1998\)](#)

- D. American Biological Safety Association Zoonotic Diseases Fact Sheet
<http://www.absa.org/pdf/ZoonoticFactSheet.pdf>

VIII. Forms

- A. [Injury/Illness & Incident Report Form](#)

IX. Approval

Implementation Date: 06-01-09	Approval:	Signature:
Last Reviewed: 06-30-16	Stephen Farrell Director, EHS	 Stephen Farrell
Last Revision Date: 06-30-16	Greg Boivin, D.V.M. Director, LAR	 Greg Boivin