

OCCUPATIONAL HEALTH PROGRAM FOR PERSONNEL INVOLVED IN ANIMAL CARE AND USE

1. Overview and Purpose

The purpose of the Occupational Health and Safety Program (OHSP) is to provide a mechanism whereby Kent State University can fulfill and manage its institutional responsibility to provide a safe workplace for KSU employees and students involved in the care and use of animals used for research, teaching, and/or testing. The program is designed using the principles of hazard identification, risk assessment, risk management, hazard/risk communication and training, and preventive medicine.

2. Definitions

- 2.1. Direct contact means that you handle animals, perform procedures on animals, or handle their unfixed tissue or body fluids. Examples of persons with direct contact include Principal Investigators (PIs), laboratory staff, students performing animal research, and animal care personnel.
- 2.2. Indirect contact means that you do not touch animals or animal tissue and do not handle animal waste. Examples of persons with indirect contact may include facilities personnel, police, security, and administrators.

3. Applicability

- 3.1. All personnel involved in the direct care and/or use of vertebrate animals used for research, teaching, or testing at KSU shall be enrolled in the OHSP and must complete the program requirements prior to gaining access to gaining full access and exposure to laboratory animals and facilities.
- 3.2. The IACUC may withhold protocol approval until all personnel involved with the protocol have enrolled in the OHSP and completed applicable assessments and/or training.

4. Components

- 4.1. The components of the OHSP include:
 - Identification of hazards and risk assessment
 - Training
 - Medical evaluation and preventive medicine.

5. Responsibilities

- 5.1. The IACUC is responsible for applying and implementing policies, procedures and programs in accordance with the standards published in the Guide for the Care and Use of Laboratory Animals (8th Edition), PHS Policy, the regulations as defined in the Animal Welfare Act, and Kent State University policies.
- 5.2. The Division of Research and Sponsored Programs shall bear the cost of the initial health risk assessment. Individuals are responsible for any additional costs (i.e., medical follow-up, Tetanus immunization, Rabies vaccination, etc.)
- 5.3. Office of Research Compliance (ORC) is responsible for monitoring compliance and overall coordination of the OHSP in relation to IACUC protocols.
- 5.4. Environmental Health and Safety is responsible for developing and overseeing the implementation of comprehensive safety programs to facilitate the safe use of biological, chemical and radiological materials in laboratories.

- 5.5. PIs/Instructors and/or Facility Supervisors/Managers are responsible for ensuring that all personnel under their supervision are enrolled in the OHSP, are trained, and are following safe practices and procedures in the animal laboratories/workspaces.
- 5.6. University Health Services (UHS) is the occupational health provider for the OHSP and is responsible for assessing occupational health history questionnaires and medical history forms to determine whether the employee or affiliate can assume the duties of the animal care and use position.
- 5.7. The Attending Veterinarian (AV) is responsible for advising the IACUC, Environmental Health and Safety and the ORC regarding animal zoonoses/hazards/risks.
- 5.8. Participants are responsible for ensuring their own understanding job responsibilities, safety procedures, research procedures, risks involved with animal care and use, and costs associated with required immunizations.

6. Program Enrollment and Participation

- 6.1. Prior to gaining unlimited access to the animal laboratories, all personnel having direct contact with animals, animal waste, and/or unfixed animal tissues must:
 - 6.1.1. Complete all OHSP training, including:
 - 6.1.1.1. Occupational Health and Safety
 - 6.1.1.2. CITI Online Animal Care and Use
 - 6.1.1.3. Other CITI Online modules as deemed necessary by PI/Supervisor or IACUC
 - 6.1.1.4. Basic Laboratory Safety Course (Environmental Health and Safety) and other courses as deemed necessary
 - 6.1.1.5. General animal facility training/orientation
 - 6.1.1.6. Laboratory/Protocol specific procedures training
 - 6.1.2. Complete the OHSP Enrollment and Exposure form (A) and review it with their PI or supervisor to identify the occupational hazards/risks for which they will be exposed to in the workplace.
 - 6.1.3. Complete the Health History form (B) and schedule an appointment with UHS for an occupational health risk assessment and evaluation of immunization records.
 - 6.1.4. Provide record of receiving a tetanus immunization within the last 10 years to UHS. Participants are responsible for costs associated with required immunizations.
 - 6.1.5. Return the completed OHSP Clearance form (C) to supervisor prior to beginning work in the animal facility. For personnel named on an IACUC protocol, a copy of the Clearance form should be provided to the ORC for inclusion into the IACUC records.
- 6.2. Personnel having only indirect contact with research animals and that do not enter the vivaria on a regular basis, or that have infrequent exposure to research animals are not required, but encouraged to participate in the OHSP.

7. Ongoing assessment and surveillance

- 7.1. Personnel are required to complete the OHSP Enrollment at least every three years, upon a change in work or health status, upon recommendation from UHS occupational health practitioner, university Environmental Health and Safety personnel, the IACUC, or other medical professional.