

Policy on Occupational Health and Animal Research

Policy ID #: TBD	Effective Date: 2/17/2012
Policy Owner: Director, Research Integrity and Compliance Responsible Office: Occupational Health Program Policy Contact: Director, Research Integrity and Compliance	Revision Date: 2/17/2012 9/9/2016 4/19/2017 9/22/2017 6/14/2018
Policy Summary: The policy outlines the obligations of the occupational health program. The Occupational Health Program is intended to prevent occupational injury and illness in researchers and handlers working with animals by avoiding, controlling or eliminating hazards on campus and, to the extent possible, off campus. In addition to prevention, the program will treat injuries and illness.	
Reviewed by: Research Compliance Officer, IACUC Staff, Occupational Health Provider, Director University Health Center Approved by: Research Compliance Officer, Occupational Health Provider	Date: June 7, 2018 Date: June 7, 2018
Policy Stakeholders: Institutional Official, PI, Animal Care Workers, Student Research Staff	

I. Policy Statement/Scope/Rationale

Montclair State University is committed to ensuring the welfare and safety of faculty, staff and students conducting animal research in both professional and scholarly activities while on or off campus. The goal of the occupational health program is to prevent occupational injury and illness while working with animals by avoiding, controlling or eliminating hazards on campus and, to the extent possible, off campus. The emphasis of such a program is the prevention of illness and injury, but our program also includes provisions for early diagnosis and treatment when necessary.

The occupational health program in animal research is supported by the Academic Affairs- Research Integrity and Compliance Office. Other key stakeholders include the Institutional Official, investigators, OLAW, Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), Biosafety Officer, Environmental Health and Safety, Human Resources, and the University Health Center.

II. Definitions

The Office of Laboratory Animal Welfare (OLAW)

OLAW provides guidance and interpretation of the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (Policy), supports educational programs, and monitors compliance with the Policy by Assured institutions and PHS funding components to ensure the humane care and use of animals in PHS-supported research, testing, and training, thereby contributing to the quality of PHS-supported activities.

III. Policy and Policy Description

Hazard Identification and Risk Assessment

It is the responsibility of the Occupational Health Provider, lead professors and principal investigators who work with the animals to assess dangers associated with their work to select safeguards appropriate to the risks. Principal Investigators and the Vivarium Director are required to confirm that Environmental Health and Safety and the Occupational Health Program have been provided with detailed information regarding risks in their respective laboratories. The Occupational Health Program Provider will perform medical evaluations using the information available from the initial health screening, the PI, and other medical evaluations. It is the responsibility of the PI to ensure that all key personnel submit medical evaluation forms to the Occupational Health Program. The provider will also be charged with assessing risks and precautions needed for other personnel such as maintenance, police and safety, security, housekeeping, summer students or visiting faculty.

Covered Individuals

Personnel with animal contact are subject to the Occupational Health Program. This includes researchers, students, and husbandry staff.

Risk Assessment and Health Screening

All individuals that are identified on a submitted IACUC protocol will be required to have health screening and evaluation, unless the PI identifies particular individuals who will not have any risks associated with animal exposure. The IACUC staff monitors to ensure that all personnel listed on the protocol receive a risk assessment. Full health evaluation and history including any prophylaxis will be provided by the Occupational Health provider.

All individuals required to have a risk assessment will need to complete a signed copy of the Occupation Health Program (Initial Health Screening) and submit this form to the attention of:

Gregg Summerville, MD
Occupational Health Program
Nursing Building Room 333

The Provider will perform the initial review of medical history using a signed copy completed by each identified individual. In the form, those individuals identifying existing medical conditions may require an additional evaluation by the Provider. Principal Investigators are notified that work with animals cannot begin until the Occupational Health Program has fully completed the risk assessment and provided any recommendations to the individual.

If it is determined that the personnel requires additional personal protective equipment they will be referred by the Provider to the appropriate licensed professional.

If it is determined, based on the risk assessment form, that the individual will require additional examinations (physical exam or other) these exams will be done by the MSU provider. It is strongly suggested that the workers utilize the Occupational health Services provided by the university to meet the screening and physical exam requirement as our provider will be familiar with the workings of animal research at MSU. They may also choose to go to their own health care provider but documentation must be provided to ensure clearance for animal work. Individuals may choose to opt out of further examinations or preventative care (i.e. vaccinations), but will be required to sign documentation noting that the individual has declined any further care. An Individual's work with animals cannot begin until the Occupational Health Program has fully completed the risk assessment and provided notice to the IACUC.

The Occupational Health Program will communicate the status of an individual's clearance only to the IACUC, Compliance Office, and or other internal departmental office. All personal medical information will be kept confidential and stored within the Occupational Health Program.

Employee/ Student Training

All faculty, staff and students engaged in research with animals are required to obtain training in potential hazards that may be encountered. The IACUC website provides information on a web-based training modules accessible to all individuals listed on an IACUC study proposal.

The CITI web-based training covers occupational health topics including working with the PPE, hazards, immunizations, zoonotic diseases and allergies. Those researchers taking the CITI certification must take the occupational health module. The Animal specific courses also address zoonotic diseases, PPE and hazards and are required.

A completion report for the training must be provided to the IACUC Staff prior to obtaining approval of the research. It is expected that each PI provide ongoing training in potential hazards. The Vivarium Director is responsible for monitoring applicable training for the husbandry staff and researchers may request specialized training hazards and PPE applicable to the facility. The Environmental Health and Safety team (including Biosafety Officer) provide hands on training within laboratories. The Biosafety Officer serves on the committee and provides protocol specific comments on required training.

Personal Protection

Personnel should follow the following guidelines in personal hygiene when working with animals:

1. Wear clothing suitable for the animal facility, classroom laboratories, or field studies. Question on suitability should be directed to the PI.
2. Disposable gloves, masks, head covers, coats, coveralls and shoes may be desirable in certain circumstances.
3. Clothing worn in field studies should be contained in a safe and sanitized manner in accordance with existing practice.
4. Laboratory coats worn in Animal facilities should not be worn outside.
5. Hand washing and changing of clothes as often as necessary is critical for maintaining good personal hygiene.

The IACUC Policy for Occupational Health includes details on PPE and the Institutional Biosafety Committee policy includes details on working with biohazardous materials. The Biosafety Officer serves on the committee and provides protocol specific comments on required training.

On a case-by-case basis with information from the medical assessment, additional personal protection may be required by the PI, the individual's licensed healthcare professional, Laboratory Animal Resources Policies, Environmental Health and Safety or the Occupational Health Program.

Injury

Persons with non-urgent injuries may contact the Occupational Health Program for further instruction and/or treatment. In addition, all employees and students must follow University policy on injuries at work:

the following are University policies and procedures for reporting injuries:

1. Student employees – please refer to the Human Resources policy on student employee injury at <http://www.montclair.edu/media/montclairedu/humanresources/resources/forms/student/studentempolicy.pdf>
2. All other employees - please refer to the Human Resources policy on workplace injury, <https://www.montclair.edu/media/montclairedu/humanresources/policiesandprocedures/WRIP.pdf> your employee Handbook and applicable union contract(s) governing your benefits.
3. Students (not employed by MSU) – please contact the University Health Center

IV. History

This policy was originally created in 2012. At that time UHC provided risk assessments for faculty, staff, students and treatment for students only. In 2018, upon OLAW negotiation of the Animal Welfare Assurance the University established an Occupational Health Program with the hire of a provider and the policy was updated accordingly.

V. References and Related Requirements

The Guide for the Care and Use of Laboratory Animals, latest edition (Institute for Laboratory Animal Resources), Occupational Health and Safety in the Care and Use of Research Animals (NRC) and the Guide for the Care and use of Agricultural Animals in Agricultural Experimentation and Teaching, latest edition (Federation of Animal Science Societies) describe the requirements for an Occupational Health and Safety program.

MSU related policies

- IBC – Biological Safety Manual
- Student Employee Policy
- MSU Employee Work-related Injury Reporting Procedures
- CSAM Laboratory Safety Manual
- MSU Radiation Safety Manual
- CSAM Laser Safety Manual
- Safety Rules for Physics Labs