Animal Exposure Program

Research Occupational Health and Safety

Standard Operating Procedure

Summary

Individuals who care for and use animals in research face several occupational health and safety risks, including the possibility of allergic reactions, animal-related injuries such as bites or kicks, zoonoses (diseases that spread from animals to humans), and exposure to hazardous materials. The University of Louisiana at Lafayette is committed to compliance with all applicable federal and state laws and standards concerning occupational exposure to research activities. Requirements for an occupational health and safety program for personnel working with laboratory animals are outlined in various federal publications. A description of this occupational health program must be included in the Assurance of Compliance that is required by the National Institutes of Health Office of Laboratory Animal Welfare. Triennial inspections are conducted by the AAALAC International to assure compliance with applicable occupational health and safety standards.

Under guidelines outlined in the publication Occupational Health and Safety in the Care and Use of Research Animals, the occupational health and safety program components should include hazard identification and risk assessment; personnel training; personal hygiene; facilities, procedures, and monitoring; personal protection; and medical evaluation and preventive medicine.

The success of this program mainly depends on a collaborative effort among the Responsible Researchers (for example Visiting Scientists, Principal Investigators, etc.), Authorized Users (defined as laboratory personnel, postdoctoral researchers, research scientists, and graduate students), Environmental Health & Safety Manager (EHS), Student Health Services, Human Resources (HR) and the Institution Animal Care and Use Committee (IACUC). “A truly successful program, however, will depend on the participation of all employees whose work might affect occupational health and safety – their own, their colleagues, their subordinates, or their co-workers. Thus, protecting the health and safety of employees engaged in the care and use of research animals is a cooperative enterprise that requires the active participation of institutional officials, scientists who plan and carry out research involving experimental animals, persons responsible for the management of animal care and use programs, health, and safety professionals, and the individual employees themselves who must share the responsibility both for their health and safety and for the health and safety of those around them.”

The goal of this Program is to establish the responsibilities and methods to identify the hazards associated with the care and use of animals, assess the risk(s) associated with those hazards, and eliminate or manage those risks. The overall management of the animal care and use program on the University of Louisiana at Lafayette campus is the responsibility of the Institutional Animal Care and Use Committee (IACUC). Fulfillment of the occupational health and safety administrative requirements are the responsibility of Environment, Health & Safety (EHS) and Student Health Services. The responsibility for operating research facilities and handling animals in a safe manner is the responsibility of every individual in the program.

Scope: This Program applies to all faculty, staff, students, and other affiliates who have direct contact with animals; direct contact with non-sanitized animal caging or enclosures; direct contact with non-fixed or non-sterilized animal tissues, fluids, or wastes; who provide service support to animal

equipment, devices, or facilities; or provide compliance review services. The species of animals and associated hazards that will be encountered in the workplace determine what type of health assessment and safety training each employee will receive. This program covers information from hazard identification to risk assessment to control of operations to the occupational medicine program for monitoring personnel.

Reference Documents

The following documents provide guidance, rules, and regulations that govern the operation of the occupational health and safety program for animal handlers.

- Occupational Health and Safety in the Care and Use of Research Animals, published by the National Academy of Sciences, 1997.
- Guide for the Care and Use of Laboratory Animals, published by National Research Council

Definitions

Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) is the agency that audits the University operations on a triennial schedule to ensure proper health and safety procedures are in place and being followed. The Occupational Safety and Health Program is one part of the accreditation process provided by AAALAC.

Biosafety Manual and Exposure Control Plan are written institutional documents that set forth policies and procedures for protecting employees from biological hazards in the laboratories. Laboratories must complete the mandatory supplements to these plans as applicable in the EHS Document Binder.

Chemical Hygiene Plan establishes a written program in accordance with the requirements of the Michigan Occupational Safety and Health Act (MIOSHA) Part 431 Hazardous Work in Laboratories Standard R 325-70100. Laboratories must complete the mandatory supplements to the Chemical Hygiene Plan in the EHS Document Binder.

Institutional Animal Care and Use Committee (IACUC) is the University of Louisiana at Lafayette committee that fosters and oversees the responsible and humane care and justified use of animals in research and instruction at the University of Louisiana at Lafayette. This is accomplished by overseeing, evaluating, and reviewing the animal care and use program, procedures, and facilities to ensure compliance with applicable standards, policies, and regulations.

Institutional Biosafety Committee (IBC) is the University of Louisiana at Lafayette committee that oversees and approves Recombinant DNA and synthetic nucleic acid molecules (this includes human gene transfer studies), Infectious agents, Biological toxins, Human-derived tissues, fluids, cells; Certain animal-derived tissues, fluids, cells; Federally-regulated Select Agents, experiments with Dual Use Research of Concern potential, and research requiring BSL3 containment to assure compliance with guidelines for such research.

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Occupational Health Services (OHS) is a provider of occupational medical services. OHS clinicians provide Medical Surveillance for individuals involved in the animal program and provide prompt medical attention to occupational injuries in order to return the employee to a productive work life.

Personal Protective Equipment (PPE) is a device or garment worn by the worker to protect against hazards in the environment. Examples include safety glasses, face shields, gloves, and hearing protection.

The Office of Environment, Health & Safety (EHS) is the University of Louisiana at Lafayette department that works to maintain a safe and healthy work environment. The office surveys matters of environmental sanitation, occupational safety, occupational health, and radiation safety; coordinate and assist in educating faculty, staff and students on standards applicable to University-associated activities and safety efforts throughout the University; advise faculty and staff on procedures relating to biosafety and biological safety cabinets; develop accident prevention programs; provide advice; render service; investigate accidents; and maintain statistics related to occupational safety and health.

Authority and Responsibility

Everyone working at the University of Louisiana at Lafayette has the right to expect a safe and healthy work environment. They also have a responsibility to help ensure a safe and healthy work environment for themselves and others. The overall management of the Animal Care and Use Program at The University of Louisiana at Lafayette is the responsibility of the IACUC which reports to the Director of Research. Fulfillment of the occupational health and safety administrative requirements is the shared responsibility of the Environmental Health & Safety Manager (EHS) and Human Resources Director who report to the Vice President of Administration & Finance. The responsibility for safely handling animals is the responsibility of every individual in the program.

Additional responsibilities specific to the implementation of this guideline:

2.1 Principle Investigators

- Ensure that adequate facilities, ventilation, and equipment are provided based on the hazards associated with the work being conducted;
- Ensure authorized users are instructed on and follow proper procedures and utilize protective equipment provided during their work as detailed in applicable written procedures;
- Implement and document appropriate safety policies and procedures in accordance with the university's plan
- Implement procedures per this Program, including the disclosure of hazardous materials in animal protocols for EHS review;
- Ensure all individuals with direct contact with animals are enrolled in the Medical Surveillance Program and have taken part in a medical evaluation;
- Ensure all individuals working in the laboratory are trained in proper safety procedures and provided with equipment and methods to control hazards;
- Maintain documentation of all training;

- Ensure animal handler personnel complete training as required in the All-Hazards Plan by EHS-provided training courses;
- Implement corrective measures to eliminate identified hazards including but not limited to submitting work orders to repair facility deficiencies, acquiring the proper protective equipment, and re-educating staff on proper procedures when deficiencies are identified; and
- Ensure deficiencies are corrected in a timely manner;
- Provide specific training, when needed, to all responsible personnel listed on IACUC Protocol;
- Verify personnel partake in required safety training by EHS;
- Ensure all personnel involved in procedures and handling of animals are listed as responsible personnel on IACUC protocol;
- Provide detailed procedures within IACUC or IBC protocol when handling specimens of a hazardous concern (poisonous, bites etc.);
- Ensure compliance within the department to adhere to policies; and
- Report work-related injuries and illnesses (including animal bites) by completing the Applicable Incident Report Form and following the accidents on campus procedures:
    - In all cases that are true emergencies (life or limb threatening), the priority is to get the employee immediate medical care. Call the University Police Department at 337-482-6447, or DIAL 911. UL Lafayette Police officers are trained first responders.
    - Note: Student Health Services does not treat employees or visitors for accidents, on-the-job injuries, or worker's compensation cases.
    - DA 3000 (non-employees accident/incident report form)
    - DA 2000 (employees, student aids & volunteers accident/incident report form)

2.2 Animal Handler Personnel

- Complete training courses provided by EHS, by department, etc. as applicable;
- Inform Primary Care Physician that job responsibilities involve working with animals; provide the species, type of work and length of employment;
- Enroll in Medical Surveillance Program;
- Wear appropriate PPE;
- Follow Standard Operating Procedures (SOPs) and guidance documents; and
- Report injuries, illnesses, and allergy symptoms when working with animals.

2.3 Environmental Health and Safety Director

- Review animal use protocols, which involve the administration of a hazardous substance to animals, to determine occupational health risks, evaluate and recommend proper protective measures, identify any need for special medical monitoring, and assign appropriate housing facilities based on risk assessment;
- Assist in developing standard operating procedures (SOPs) for safe and compliant handling of animals, materials, and equipment;
- Provide training and technical assistance to supervisors and employees upon request, and maintain records of EHS-provided training;
- Co -Manage the Medical Surveillance Program;
- Verify appropriate training for all animal users is available;

- Record training for Biosafety and Chemical Safety Training;
- Investigate accidents/injuries;
- Recommend corrective action and control measures; and
- Conduct risk assessment in conjunction with submitted IACUC or IBC protocol submission;
- Provide specific training, when needed, to all responsible personnel listed on IACUC Protocol

2.5 IACUC

- Coordinate, manage, and evaluate the Animal Care and Use Program. Ensure compliance with all applicable laws, regulations, and standards as well as the proper care of all research animals;
- Ensure a risk assessment has been performed for any new protocol or new vertebrate species at The University of Louisiana at Lafayette that may create a health concern;
- Ensure that animal handlers are compliant with their Medical Surveillance requirements.
- Receive reports from EHS regarding inspections, protocol reviews, and risk assessments, and address concerns as needed;
- Facilitates protocol reviews and protocol approval process.

3. GENERAL RISK ASSESSMENT AND PREVENTATIVE MEASURES

The program provides guidelines designed to protect Authorized Users from the hazards associated with the care and use of research animals. However, the primary responsibility for maintaining good health and safety lies with each individual. Personnel should always follow safety guidelines and exercise good judgment. The following basic safety guidelines apply to all work situations, regardless of specific hazards present:

3.1 Risk Assessment

- Learn about the animals which are being handled;
- Review work tasks for potential hazards;
- Understand components of The University of Louisiana at Lafayette's Research Occupational Health and Safety Program; and
- Notify Responsible Researchers with questions, need for additional training, or concerns about workplace hazards.

3.2 Preventive Measures

- Complete required training;
- Only work with animals for which individuals have received adequate training in safe handling techniques;
- Review protocols and/or exposure control plans;
- Understand potential health and safety hazards;
- Read and follow all safety signs and instructions in lab and animal areas;
- Use engineering controls whenever possible (biosafety cabinets, downdraft tables, ventilated hoods, etc.);

- Use appropriate protective clothing which may include gloves, laboratory coats, shoe covers, eye protection, and masks;
- Launder laboratory coats by a professional service or use disposable coats;
- Wash hands after removing gloves. Wash hands frequently and avoid touching face while working with animals;
- No food or drinks in areas where animals, their wastes, or body products are present;
- Use extreme care when using needles or other sharps;
- Know basic first aid measures for animal bites and scratches;
- Know how to report exposures, accidents, injuries and illnesses;
- Know emergency, spill, and evacuation procedures;
- Follow proper work practices for disinfection and waste disposal; and
- Notify manager/supervisor of any questions, safety concerns, work exposures or incidents, or need for additional training.

4. HAZARD IDENTIFICATION

The assessment of hazards and risks while working with animals often starts with an IACUC review of the animal use procedures (protocol) where hazard prevention strategies are formulated, Environmental Health and Safety (EHS), The University of Louisiana at Lafayette's Institutional Biosafety Committee (IBC), Student Health Services and the specific requirements of the Guide. The common animal associated hazards are described below.

4.1 Bites and Scratches

Bites and scratches are ever-present hazards associated with research animals and work with related equipment. Authorized Users should be trained in animal handling, general restraint techniques, and environmental factors for the species they will work with. In addition, all users should be familiar with first aid procedures specific to each species and the incident reporting process.

4.2 Allergens

One of the most common health risks in the research animal setting is allergic reactions to the animals. The risk of developing an allergy depends on many factors such as animal species contact, facility and ventilation design, and the user's personal health status. Symptoms of allergic reaction may vary and can include any of the following:

- Contact hives with symptoms such as skin redness, itchiness or welts;
- Allergic conjunctivitis with symptoms such as sneezing, eye itchiness, clear nasal drainage, or nasal congestion;
- Allergic rhinitis with symptoms such as sneezing, nose itchiness, clear nasal drainage, nasal congestion;
- Asthma with symptoms such as cough, wheezing, chest tightness, or shortness of breath;
- Anaphylaxis with symptoms such as generalized itching, hives, throat tightness, eye or lip swelling, difficulty swallowing, hoarseness, shortness of breath, dizziness, fainting, nausea, vomiting, abdominal cramps, diarrhea.

Allergens are proteins that are excreted in animals' saliva, urine, and from various glands associated with the skin. Allergens are unique to each species of animal, so it is possible to be allergic to one species but not another. The most effective way to control and prevent allergies is to minimize exposure to the allergens using:

- Engineering controls, such as biosafety cabinets or downdraft tables;
- Personal protective equipment, such as gloves, laboratory coats, shoe covers, N95 respirator masks, and safety glasses; and
- Work practices, such as opening cages in biosafety cabinets, handwashing after handling animals, and keeping cages/work areas clean.

4.3 Zoonoses

Zoonoses are any infectious diseases that can be transmitted from animals to humans. Reverse Zoonosis is the transmission of disease from humans to animals. The transmission of zoonotic disease in the research environment is uncommon because many laboratory species are bred to be free of zoonosis. However, laboratory animals still can be infected with zoonotic agents, some of which can be life-threatening to humans. Field research, working directly or indirectly with wilds species may present exposure to zoonotic agents.

Infectious agents may be present in body fluids and secretions such as blood, saliva, urine, feces, respiratory secretions and in animal tissues. Exposure routes include:

- Inhalation;
- Ingestion;
- Mucous membrane (eyes, nose, mouth); and
- Breaks in the skin by cuts, bites, scratches, and needle sticks.

If exposed through a bite, scratch, needle stick, aerosol droplet, mucosal secretion, feces, or urine, immediately notify a manager/supervisor and seek medical evaluation.

4.4 Protocol-Related Hazards

Research protocols can introduce chemicals, biological agents, or radioactive materials into animals, which then can enter the hazardous waste stream of the animal facility. Protocol-related hazards are reviewed by appropriate committees, such as the IBC and the IACUC, and/or EHS to identify hazards prior to the approval of protocols. When significant hazards are identified, the principal investigator is required to provide authorized users who will be handling animals with specific protocol training.

4.5 General Safety Hazards

There are general physical hazards that can be present in any work environment, including animal research work areas. The general safety hazards include:

- Ergonomic hazards caused by tasks that require repetitive motion, lifting, or awkward body postures;

- Slip, trip and fall hazards caused by various work processes, lighting requirements, and housekeeping practices;
- Sharp injury hazards caused by needles, broken glass, pipettes, scalpels;
- Flammable material hazards caused by improper use or storage of flammable hazards;
- Pressure vessel hazards related to compressed gas cylinders, autoclaves, high-pressure washing equipment;
- Electrical hazards can be minimized by proper maintenance, engineering controls (ground-fault interrupters), and operational procedures such as lock-out/tag-out procedures;
- Ultraviolet radiation and laser hazards require appropriate engineering controls (e.g., shielding, interlocking devices) and/or personal protective equipment;
- Machinery hazards may include pinch, nip or crush points related to moving parts; and
- Chemical hazards related to the use of disinfectants, pesticides, anesthetic gases, and tissue preservatives, as well as protocol-related use of chemicals.

5. FACILITIES AND HANDLING

To ensure a safe and healthy work environment for both the Authorized Users and research animals, The University of Louisiana at Lafayette maintains appropriate animal facilities, handling procedures, and housekeeping measures.

5.1 Animal Care Facilities

Animal care facility inspections are performed semi-annually by IACUC. These inspections are designed to verify that all laws and regulations outlined by state and federal organizations are followed. This includes the use of adequate facilities and proper maintenance of these facilities. In addition, training records, waste disposal records, and other documentation will be reviewed.

Facilities and equipment are regularly assessed and monitored. Biosafety cabinets and all HEPA-filtered equipment must have a valid performance certificate attached to verify current testing. Certification of biosafety cabinets is coordinated through EHS.

Access to animal use areas at the University of Louisiana at Lafayette is restricted and can be only accessed by authorized trained personnel.

5.2 Animal Handling

In experiments involving physical or chemical hazards, the animal user should give full consideration not only to ensuring human safety but also to avoiding stress or injury to the animals. The comfort of the animals shall be a prime concern.

No research using live vertebrate animals is allowed unless the animals are obtained from a reliable source, and the following conditions can be assured:

- Appropriately sized housing;
- Adequate food and water;

- Humane treatment and gentle handling; and
- Care provided at all times including weekends and holidays.

Before interacting with warm-blooded animals and/or cages, individuals must wear a laboratory coat and gloves. All procedures must be performed in a designated laboratory area. The animal user must follow handling restraint procedures as provided during training.

If an individual is uncomfortable in any way with the handling of any animals, because of the animal's behavior or the procedure being performed, then based on the animal species they should contact the Principle Investigator for assistance.

5.3 Housekeeping

After finishing the handling of an animal, the work areas should be appropriately cleaned. Cleaning is performed by decontamination of the work surfaces which typically includes the use of a bleach solution (requires appropriate contact time of approximately 10 minutes). Refer to the standard operating procedures provided (specific to the department).

When work is completed with a cage (no more animals will be placed back), bedding will be bagged for disposal as biological waste, as required. All dirty cage materials will be processed through standard cleaning protocols and autoclaved prior to standard cleaning when required.

All bedding is to be disposed between projects, which are designed to minimize exposure of particulates. This is most commonly done by filtering airborne particles through HEPA filtration. See the lab standard operating procedures for specific information.

Animal **carcasses** must be placed in a sealed plastic bag, and the bag labeled with the user's name, quantity and type of animal, Course or Building/Room Number, and Date. If the wasted carcass was infected with pathogens, please specify the type of pathogen on the label. The bags should then be transferred to Student Health Services for proper Biological Waste.

5.4 Animal Concerns

The University of Louisiana at Lafayette requires the humane care and use of research animals in compliance with all applicable local, State, and Federal laws and regulations and IACUC policy. Please report any concerns to IACUC: Report an animal welfare concern.

6. EXPOSURE CONTROLS

Once risks are identified, measures are planned and implemented to minimize or eliminate the risks of exposure to hazardous materials. These protective measures are to be included within the applicable IACUC and/or IBC protocol. Laboratory areas and animal holding areas must protect the health of personnel exposed to the animals or surrounding environment and protect the health of animals maintained at the University of Louisiana at Lafayette. EHS, in coordination with the IACUC, will review

and approve animal use locations to ensure that the location has the proper engineering controls and safety measures available. To minimize exposure the following controls must be in place:

6.1 Signage

All personnel entering an animal housing containment room with potential exposure to a hazardous material are notified by signage on the entrance door. This signage includes any special requirements for entering that room including personal protective equipment. In addition, individual cages are labeled on the cage card with the specific hazard administered.

6.2 Ventilation

At The University of Louisiana at Lafayette the animal facilities are negatively pressurized with respect to the hallway. A biological safety cabinet and isolation cages are maintained within the facilities to provide additional containment as necessary.

The HVAC systems are maintained by facilities personnel of The University of Louisiana at Lafayette Facilities Department who perform ventilation surveys to balance systems where appropriate. If Facilities Maintenance or EHS requires the research be stopped for safety reasons, the Research Project Manager will be notified. Once repairs are completed, operations may resume as normal.

6.3 Autoclave

The facilities are either equipped with an autoclave or have access to an autoclave for decontaminating infectious waste.

Autoclaves are sterilizers using high pressure and high temperature steam to sterilize media, glassware, instruments, waste, etc. To accomplish the desired end goal — and to protect the user and the environment from hazardous materials — the autoclave must be used correctly. Additionally, waste must be managed in compliance with state and local regulations.

Physical hazards involved with steam autoclaves are heat, steam and pressure. The biological hazards involve potential exposure to viable human pathogens.

Due to the high heat and pressure created in autoclaves during operation, you must follow proper loading, use and unloading procedures to prevent burns and other accidents. Burns can result from physical contact with the structure of the autoclave, and steam burns can occur from contact with steam leaving the apparatus. Burns can also result from careless handling of vessels containing hot liquids. Explosive breakage of glass vessels during opening and unloading — as a result of temperature stresses — can lead to mechanical injury, cuts and burns.

Autoclave performance for sterilization purposes is dependent on proper use.

Alternatively, materials may be collected into double bagged biological waste bags and disposed of as biological waste at Student Health Services. This activity is coordinated by Student Health Services. All

other hazardous substances waste must be appropriately discarded through the University's Hazardous Waste process. For more information on this, please contact the Office of Sustainability.

6.4 Anesthetic Gases

Individuals who use volatile anesthetic gases for animal anesthesia and/or euthanasia are required to utilize local exhaust ventilation (Biological Safety Cabinets, fume hoods, or snorkel hoods) to prevent personnel exposure, unless otherwise determined by EHS risk assessment. For anesthetic machines, waste gases are vented passively through an activated charcoal filter.

6.5 Biosafety Cabinets

Biosafety cabinets and chemical fume hoods are inspected and tested or certified annually by Facility Management staff or an outside vendor. The biosafety cabinets and chemical fume hoods are certified for use of hazardous chemicals or biological agents. Because of the rigid standards for certification, not all systems can be used for hazardous material operations. Every individual working in the area with a ventilation system is responsible for knowing the approved use of the system and to not use hazardous materials in a system not designed to control the hazard. Any questions on appropriate operation must be addressed to the Responsible Researcher or EHS.

6.6 Emergency Eyewash and Showers

All emergency eyewash and showers are inspected by the Institutional Biological Committee (IBC) and employees assigned to the inspection task on an annual basis. The inspection criteria are based on the manufacturer's recommendations and ANSI guidelines. The inspection tags attached to the equipment are initialed and dated following each annual inspection. Inspection reports are kept on file and may be requested from the IBC.

6.7 Sharps Disposal

Sharps are commonly encountered in research involving animals. Needles, glass, pipettes, and scalpels are all used in animal facilities and laboratories. Puncture-resistant and leak-proof containers for sharps disposal are available i for purchase at Student Health Services.

Sharps can be brought to Student Health Services for disposal. (SOP: Sharp Disposal).

Basic rules to remember when working with sharps:

- Never recap needles after use (have a sharps container nearby).
- Dispose of syringes, needles, glass, vials, and scalpels in a sharp's container only.
- Do not overfill sharps containers. When a sharps container is three-quarter full, place the container in a vendor-provided bin for collection.
- If you cut yourself, perform first aid immediately and report the incident to your supervisor promptly.

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7. INJURIES CAUSED BY ANIMALS

The definition of an animal bite or exposure is when one's skin is pierced or abraded by animal's teeth or claws, or by an animal's tissue or saliva coming into contact with abraded skin, eyes, or mucous membranes. Bites and scratches have the potential to cause zoonotic disease or allergic reactions, so proper care must be taken in the event of any injury or exposure.

7.1 Prevention

- Proper PPE should always be worn when handling animals at all locations at the University of Louisiana at Lafayette. The proper PPE for rodents are laboratory coats provided, and latex or nitrile gloves. If other PPE is required, then that will be outlined in the IACUC protocol.
- All personnel handling animals must be experienced, or have received training, for species-specific handling or restraint required with the animal(s) being used for experimentation.
- It is the Responsible Researcher's responsibility to ensure that all personnel working under an IACUC protocol are experienced, and if not, that they receive the proper training necessary for the animal procedures outlined in the IACUC protocol.

7.2 Aggressive Animals

- If anyone is uncomfortable in any way with the handling of any animals, in relation to the animal's behavior or the procedure being performed, they should contact the Principle Investigator for assistance.

7.3 Bite and Scratch First Aid Treatment

- First Aid treatment must be administered immediately after the injury. For any injury that might be serious or life-threatening, call 911 immediately.
- Let the wound bleed slightly under running water and gently scrub with antibacterial soap for 15 minutes.
- Wash the wound until all visible dirt and debris are gone.
- Apply gauze and firm pressure to control bleeding, and until bleeding stops. Then apply antibiotic ointment and clean bandage.
- Report to an emergency room for treatment.

7.4 Mucous Membrane Exposure Treatment

- Rinse the exposed mucous membranes under running water or by using an eye wash station for 15 minutes.
- Report to an emergency room for treatment.

7.5 Reporting Incident

- Notify principal investigator immediately after first aid is administered.
- The injured individual or supervisor must complete the Accident/Injury form within 24 hours of the incident. Please follow the procedures for Accidents on Campus:
    - In all cases that are true emergencies (life or limb threatening), the priority is to get the employee immediate medical care. Call the University Police Department at 337-482-6447, or DIAL 911. UL Lafayette Police officers are trained first responders.
    - Student Health Services **does not treat employees or visitors** for accidents, on-the-job injuries, or worker's compensation cases.
    - DA 2000 (employees, student aids & volunteers accident/incident report form) or DA 3000 (non-employees accident/incident report form

7.6 Incident Investigation

- Along with Environmental Health and Safety, supervisors are responsible for investigating all accidents, determining the cause of the accident, implementing corrective measures, and following up to ensure corrective measures are adequate.

8. MEDICAL EVALUATION AND Preventative MEDICINE

All faculty, staff, students, and other affiliates who have direct contact with animals, have direct contact with non-sanitized animal caging or enclosures, and/or who provide service support to animal equipment, devices, or facilities must be reviewed for enrollment in the Medical Surveillance Program. The species of animals and associated hazards that will be encountered in the workplace determine what type of health assessment and safety training each employee will receive. Operational and day-to-day responsibility for health in the workplace, however, resides with the laboratory or facility supervisor (e.g., Laboratory Director, facility director, or veterinarian) and depends on the performance of safe work practices by all employees. The Information on Zoonotic Diseases provides general information on potential hazards associated with handling research animals.

2. The Medical Surveillance Program is co-managed by EHS and The Office of Student Health Services. IACUC provides advice and consultation to EHS and SHS regarding specialized requirements of the medical surveillance program and staff that need to be included in the program. The confidentiality of medical records and test results is protected under the law. All medical records are kept on file at Student Health Services. _____ receives a clinician's determination as to whether an employee is physically fit to work under the stressors presented by their work environment and personal protective equipment. Student Health Services and Environmental, Health & Safety does not receive test results or diagnoses concerning the employee's general health or conditions. If it is determined that an employee is not physically fit for a particular type of work or task from the Health Assessment this will be discussed in detail with the employee and noted as a restriction on the Health Provider's determination.

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3. To enroll in the Medical Surveillance Program, individuals must complete the Medical Surveillance Program Enrollment Form. Enrolled employees will receive an email requesting that the Medical Surveillance Questionnaire be completed and submitted to Student Health Services for review. The email will also request a review of educational materials for animal handlers, as well as species-specific information that will be linked on the EHS, SHS, and Office of Research websites. The offices will work together to ensure that all provided material is current. Failure to comply with the requirements will result in being unable to work with animals or on the project.

Upon completion, the Medical Surveillance Questionnaire is electronically forwarded to Student Health Services for review. Student Health Services may schedule a clinic visit if deemed necessary. This visit will either be at Student Health or at a contracted clinic (vendor) on contract with the University of Louisiana at Lafayette. The need for a clinic visit will be based on the functional requirements of the position, the type of animal contact, and the individual's medical history. Failure to comply with the required clinic evaluation process will also result in termination with the research project.

An email will be sent on an annual basis and sent to those enrolled in the Medical Surveillance Program. It is a mandatory requirement to complete an annual Medical Surveillance Questionnaire. Personnel who work with animals must obtain their annual medical clearance by doing the following:

- Complete a Medical Surveillance Questionnaire
- Review applicable species-specific information on the EHS website.

UL Lafayette individuals with incidental animal contact including Police Officers, Maintenance, Construction, and Building Services staff, and other staff working in or around animal areas are provided orientation training, which includes awareness of issues in animal care areas. They are enrolled in the Medical Surveillance Program, along with other pertinent surveillance by their supervisor upon request to SHS. Annual reminder notifications for these personnel are managed through Student Health Services, or through annual refresher training. This is the same information that is distributed to research staff through reminder to complete an annual Medical Surveillance Questionnaire.

Medical evaluation and preventive medicine strategies for personnel are provided through contracted services with an occupational medicine provider. Any researcher handling animal will be required to register for the Research Occupational Health and Safety Surveillance Program administered through the Environmental Health and Safety/Student Health Services office. (See procedure: Enrolling in the Research Occupational Health and Safety Surveillance Program). They will also be required to complete a Health Assessment form annually. Based on responses, the employee may need a medical evaluation which may include allergen screening and tetanus vaccinations through the University of Louisiana at Lafayette's Student Health Services or provided with evidence through their own health care provider. Tetanus vaccination is among the immunization requirements for all individuals handling live animals. Medical clearance records are kept on file by Student Health Services. All medical records are confidential.

For non-employees (course participants, visiting researchers, or undergraduates) who handle animals, completion of a medical evaluation waiver form will be required by the Responsible Researcher. Medical evaluation should be completed at the individual's home institution.

9. TRAINING

Any required occupational health and safety training will be provided to individuals prior to commencing with applicable work; before working with newly introduced hazards; before use on new or altered equipment; and when any changes are made to department-specific Standard Operating Procedures (SOPs) or The University of Louisiana at Lafayette policies and programs.

Anyone handling animals must register through the program for an initial training session. Training includes education in humane care and use of laboratory animals, how to recognize pain and distress in laboratory animals, and employee health and safety. The training also encompasses safety procedures, equipment operation, animal handling, treating and reporting injuries, zoonosis, allergies, and hazards. Training is documented and stored on one of the University training platforms, as applicable.

General Training Classes that will be assigned include Bloodborne Pathogens & Science Laboratory Safety and Hazard Communication training.

Animal handlers of marine and aquatic vertebrates (such as squid, fish, frogs, crabs) will be provided training by the Manager/Supervisor in the respective departments with appropriate procedures and techniques to minimize stress to the animal and prevent injury with the handler.