

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 032.4

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<b>TITLE:</b>	<b>Occupational Health and Safety of Personnel</b>
<b>SCOPE:</b>	All Animal Program Personnel
<b>RESPONSIBILITY:</b>	Veterinary Staff, Facility Manager, All Animal Care and Research Personnel
<b>PURPOSE:</b>	To Outline Procedures for Enrollment in the Occupational Health and Safety Program for Animal Care and Use Personnel

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**I. PURPOSE**

1. Occupational health and safety principles require that individuals know the hazards associated with their work, understand how these hazards are controlled, have safe practices, and use protective supplies and equipment.
2. The ***Guide for the Care and Use of Laboratory Animals*** and the ***Public Health Service Policy on Humane Care and Use of Laboratory Animals*** require institutions to provide occupational health-care services to individuals who work with animals or access animal facilities.
3. This procedure provides a mechanism for the enrollment of personnel involved in animal care and use, research, teaching laboratories, and individuals who require access to animal facilities into the occupational health and safety program.

**II. RESPONSIBILITY**

1. It is the responsibility of the University's animal care and use program to offer employees working with animals or whose duties require them to enter animal facilities the opportunity to participate in the occupational health and safety program.
2. The Assistant Director is responsible for initiating the enrollment of Comparative Medicine personnel into the occupational health and safety program.
3. Principal Investigators are responsible for providing their research staff and/or their students involved in teaching laboratories with animals the opportunity of enrollment into the occupational health and safety program.
4. Research Integrity and Compliance (RIC), in cooperation with the associated department supervisors, are responsible for offering individuals who require animal facility access (e.g., physical plant & custodial staff) the opportunity to participate in the occupational health and safety program.
5. RIC is responsible for maintaining the documentation that all personnel using animals in research, testing, and teaching, or whose duties require access to an animal facility, have been offered the opportunity to participate in the Occupational Health

and Safety Program.

6. Operational and day-to-day responsibility for safety in the workplace resides with the supervisor (e.g., principal investigator, facility managers) and depends on the performance of safe work practices by all employees.

### III. GENERAL PROCEDURES

1. Each new employee working with animals must complete the **Health and Risk Assessment for Employee Safety In The Care and Use of Animals** and submit to the IACUC via the ARC system.
  - a. Each new employee of the Division of Comparative Medicine will complete the form jointly with the Assistant Director at the time of hire.
  - b. Each new research staff personnel will complete the form jointly with their Principal Investigator prior to receiving certification to work with animals.
  - c. Completion of the form with the Assistant Director or PI informs the employee of the potential hazards and risks associated with animal use and/or protocol hazards and provides for discussion of how these hazards are controlled.
  - d. The H&R assessment identifies special considerations that may require additional occupational health and safety assessments.
  - e. IACUC certified personnel must provide a revised Health and Risk Assessment to the IACUC ARC system every three years
  - f. The H&R assessment provides the employee the opportunity to declare any previous, existing or possible future conditions to the occupational health physician if they so wish.
2. When additional safety procedures (e.g., wearing an N95 respirator) or special considerations (e.g., working with uncharacterized carnivores) is required, additional services are provided through an appropriate health care provider as elaborated in sections V Hearing Protection, VI Respiratory Protection, and VII Communicable Disease Prevention, below.
3. Individuals declaring a clinical condition that requires additional health services, individuals are provided an opportunity to complete a **Health History Assessment** form and seek consultation with their healthcare provider or through their affiliate institution.
  - a. USF employees contact Medical Health Administration at 974-3163 or the Occupational Health Physician at US Health Works at 980-3151, if needed.
  - b. Moffitt employees contact Employee Health Services at 745-2487
  - c. VAH employees contact Employee Health at 972-2000
4. Principal Investigators with IACUC protocols describing teaching or training laboratories must discuss with their students prior to the lab commencing the potential risks and hazards associated with their involvement in the laboratory involving animals and document this discussion by having all attending students complete a **Student Safety in Teaching Laboratories Involving Animals form** which the PI will sign and provide to the Comparative Medicine Facility Manager, or directly to the IACUC when the lab takes place outside of animal facilities, before the lab commences.
5. Personnel whose duties require access to an animal facility but whose duties do not include working with animals must be informed of potential risks and hazards (e.g.,

allergens) associated with animal facility access and document this information has been provided to them by submitting a completed ***Personnel Entering Animal Facilities Health and Risk Assessment*** to the IACUC.

#### IV. HEARING PROTECTION

1. Prevention of occupational hearing loss is the primary employee benefit from the USF hearing Protection Program.
2. The University's Hearing Protection Program is administered jointly by Department of Communication Sciences and Disorders Hearing Clinic and USF Environmental Health and Safety.
3. Any employee whose duties require exposure to noise that may exceed 85 dBA (8 hour TWA) or 115 dBA (15 minute TWA) will be required to participate in the Hearing Conservation Program.
4. Employees enrolled in the Hearing Conservation Program will receive initial audiometric testing within 30 days of employment/enrollment and annually thereafter.
5. Employees required to enter hazardous noise areas must receive hearing conservation training within 30 days of employment and annually thereafter. Any employee who experiences a standard threshold shift identified by audiometric testing must attend audiometric training.
6. Hearing conservation training is provided by Environmental Health and Safety and includes:
  - a. Types of hearing protection and advantages/disadvantages of each
  - b. Selection, fit, care, and use of hearing protectors
  - c. Effects of hazardous noise on hearing
  - d. Audiometric testing information
7. All facility cagewash areas are considered hazardous noise areas and are posted "Hearing Protection Is Required." All employees that are required to enter hazardous noise areas are required to wear hearing protection when cage wash equipment is running. Hearing protection is provided by Comparative Medicine in all hazardous noise areas.
8. Employees enrolled in the Hearing Conservation Program are encouraged to participate in an exit audiometric testing prior to separation from the university.

#### V. RESPIRATORY PROTECTION

1. All staff are encouraged to wear respiratory protection when their duties may involve the generation of aerosols, dusts, and/or animal allergens, and to participate in the Respiratory Protection Program (e.g., cagewash personnel).
2. Individuals **required** to wear respiratory protection (e.g., respirator, PAPR, N-95) due to a physical condition, potential exposure to chemical or biological hazards, **must be enrolled** in the Respiratory Protection Program.
3. The Division's Respiratory Protection program is administered by USF Medical

- Administration (MHA) and USF Environmental Health & Safety (EH&S) and includes:
- a. Pre-fit evaluation (i.e., health questionnaire, physical examination if indicated).
  - a. Respirator fit test
  - b. Annual retesting
4. To enroll in the Respiratory Protection Program or apply for an annual re-evaluation:
- a. Complete the **Medical Evaluation & Questionnaire N95 Respirator Fit Testing** form **CMDC #238**.
  - b. **Submit completed form** to [mha@health.usf.edu](mailto:mha@health.usf.edu).
  - c. Once the form is reviewed you will receive an email response providing clearance along with instructions to **schedule respirator fit testing** with USF EH&S.
  - d. **Bring several types/sizes of the N95** to your fit test appointment.
  - e. **Provide documentation of fit testing and the mask type and size** you have been fitted for to the CM assistant Director.

## VI. COMMUNICABLE DISEASE PREVENTION

1. New USF Comparative Medicine Employees, and certain research staff, based on job classification and/or job responsibilities, are required to participate in additional occupational health services:
  - a. Submit documentation to USF Medical Health Administration of immunity to several vaccine preventable communicable diseases, to include:
    1. Rubeola (10 day measles),
    2. Rubella (German measles),
    3. Mumps,
    4. Varicella (Chicken pox).
    5. Hepatitis A (only required if NHPs housed on campus)
    6. Hepatitis B
    7. Influenza (specific documentation required includes a copy of the actual flu shot vaccination with the type, lot number, date given, and date expires)
2. **All personnel working with animals must keep their tetanus immunization status current.** Puncture wounds from sharps and animal bites are an intermittent, but possible hazard. Animal bites, even from rodents, can develop severe complications. The *Public Health Service Advisory Committee on Immunization Practices* (ACIP 2010) recommends administration of vaccine for tetanus every ten years.
3. **Documentation of a Tuberculin Skin Test (TST/ PPD)** within 12 months of employment with USF. Documentation of a negative chest x-ray (within past 12 months) for all persons with a history of a positive TST/PPD skin test or BCG vaccination.
4. **Participate in blood borne pathogen and medical waste education and training.**

Approved:

Date: