

Institutional Animal Care and Use Committee		UNTHSC
Title: Occupational Health Program		
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Approved by IACUC Date: June 23, 2015		

#### **A. BACKGROUND INFORMATION**

- a. The occupational health program is an important component of the institution's animal care and use program. In order to maintain a high level of safety for all individuals involved in the care and use of research animals it is necessary to monitor use of hazardous materials in the lab.
- b. The IACUC adheres to all policies and regulations provided by NIH, USDA, CDC, UNTHSC, Safety Office, IBC, and DLAM that concern the health and safety of individuals involved in research. These policies are general in nature and will not provide for all safety needed by each individual laboratory.

#### **B. RESPONSIBILITIES**

- a. It is the Principal Investigator's (PI) responsibility to assure that all personnel are trained properly in the use of equipment, chemicals, and other possible hazards.
- b. It is the responsibility of each individual, with direction from the PI, to complete and turn in a yearly Medical History Questionnaire (MHQ) to the Occupational Health Nurse via email.
- c. It is the responsibility of each individual to follow any instructions given to them from the Occupational Health Nurse.
- d. It is the responsibility of the IACUC Administrator to keep a database of recommendations from the Nurse and Tetanus vaccine dates for all faculty, staff and students.

#### **C. PROCEDURES**

- a. Any person listed on an animal use protocol as having direct or indirect animal contact, or anyone having significant contact with animal areas or animal tissues must be enrolled in the occupational health program. This includes veterinary staff, husbandry staff, researchers and their staff, students and facilities/utilities maintenance personnel, IACUC members and Campus Police.
- b. Enrollment includes completion of a Medical Health Questionnaire (MHQ) outlining health history and any medical problems, consultation with a medical health professional (if necessary) and completion of any required immunizations.
- c. The initial MHQ must be filled out and sent to the Occupational Health Nurse. It can be electronically completed; or printed to be completed and then scanned. Each person must submit their own MHQ via their UNTHSC (or other work or school related) email address. The MHQ's shall be sent to [dsaguiar@icloud.com](mailto:dsaguiar@icloud.com).

- d. A copy of the individual's last tetanus vaccine must also be sent to the Occupational Health Nurse.
- e. MHQs must be completed and/or up-to-date before approval of an amendment to add personnel to a protocol.
- f. The yearly MHQs are due to the Occupational Health Nurse by October 15<sup>th</sup> of each year. Email reminders are sent 90, 60 and 30 days prior to this date by the IACUC Administrator to PIs, lab managers and some select administrative assistants.
- g. MHQs are completed during initial training and once a year after that. If the MHQ was reviewed during the calendar year period of January 1 – October 15, a new MHQ does not need to be completed again for that year.
- h. The MHQs are reviewed by an Occupational Health Nurse specified by the UNTHSC Office of Research Compliance. Any follow-on medical management recommendations for an individual will be sent via email to that individual from the Occupational Health Nurse. If the recommendation requires additional follow-up, the individual must do these and notify the Occupational Health Nurse. If the requirement has not been met within 30 days of the notice, access to the vivarium and other animal research facilities will be removed until the requirement has been met, as verified by the IACUC Administrator.
  - i. An updated Tetanus vaccination is required for all personnel enrolled in the Occupational Health Program. If a vaccination is needed, personnel may go to the Occupational Health Clinic at Texas Health Fort Worth (see below) or another designated facility to receive the vaccine. Inform the staff at Harris Methodist that you are with UNTHSC.
- i. If a faculty member, staff or student receives an injury in the vivarium or in their lab from an animal, the member must report the incident to their supervisor. The supervisor will help decide if the person should seek medical assistance and/or complete the Human Resources incident forms. If medical attention is needed, the person will go to the Occupational Health Clinic at Texas Health Fort Worth during business hours or Texas Health Harris Methodist Hospital, Fort Worth Emergency Department during after-hours and weekends (see attachments below).
- j. The attachments below must be displayed in each lab that uses animals.

#### **D. ATTACHMENT**

- a. Occupational health flyer with 2 maps.

## **Medical Surveillance Emergency Contact Information:**

**7:00 AM to 6:00 PM Monday – Friday**

### **Occupational Health Clinic at Texas Health Fort Worth (Map 1)**

1651 W. Rosedale Street, Suite 105 (East entrance to building – closest to 8<sup>th</sup> Ave.)  
Fort Worth, TX 76104

817-250-4840 (Call to make arrangements for an office visit. Indicate that you are a UNTHSC employee, describe the type of injury, and that the injury occurred while on the job). They do not have a pager. The contact number will be answered from 7:00 AM to 6:00 PM. They have a physician on duty during that time  
(<http://www.texashealth.org/body.cfm?id=1745>)

Screening Services: 7:00 AM to 6:00 PM

Physicals: 7:00 AM to 5:00 PM

Immunizations: 8:00 AM to 5:00 PM

**Injury Care 7:00 AM to 6:00 PM**

### **After Hours and Weekends:**

### **Texas Health Harris Methodist Hospital, Fort Worth Emergency Department (Map 2)**

When entering the emergency room, speak to a member of the admissions staff in the waiting room area and indicate that you are a UNTHSC employee. Describe the type of injury and that the injury occurred while on the job.

All the employees please keep the following information with you when you go to the clinic:

- **Your Primary Physician's name and contact information**
- **List of medications(s) you are currently taking**
- **Emergency contact person information**
- **List of organism you are currently working with (if applicable)**
- **Documentation of the exposure and a sample of the source of exposure if the sample is not already known to be positive for HIV, HCV and/or HBV (it is recommended to test the source for HIV, HCV and/or HBV).**

**Map 1: Occupational Health Clinic at Texas Health Fort Worth (star on map)**



### Map 2: Texas Health Harris Methodist Hospital (+ on map)

