

Institutional Animal Care and Use Committee		UNTHSC
Title: Occupational Health Program		
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Approved by IACUC Date: December 19, 2017		

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

- a. The occupational health program is an important component of the institution's animal care and use program, and meets federal, state, and local regulations by maintaining a safe work environment. 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.
- 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, or having significant contact with animal areas must be enrolled in the occupational health program. This includes veterinary staff, husbandry staff, researchers, research staff, students, facilities/utilities maintenance personnel, IACUC members and Campus Police.
- b. Enrollment includes completion of a Medical History 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.
- d. A copy of the individual's last tetanus vaccine must also be sent to the Occupational Health Nurse if the person will handle live animals.
- e. MHQs must be completed and/or up-to-date before approval of an amendment to add personnel to a protocol.

- f. The MHQ's are renewed annually, by the completion of the annual MHQ form and submitted to the Occupational Health Nurse. The PI and appropriate secondary contacts are notified of the date in which the annual MHQ form is due to the Occupational Health Nurse. Appropriate reminders are given as a courtesy by the IACUC Administrator at appropriate intervals leading up to the date in which the form is due.
- g. MHQs are completed during initial training and once a year after that. If the initial MHQ was reviewed during the year, a new MHQ does not need to be completed again for that year.
- h. The MHQs are reviewed by the Occupational Health Nurse. Any medical management recommendations for an individual will be communicated directly to the 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 requirements have been met, as verified by the IACUC Administrator.
- i. A Tetanus vaccination is required for all personnel that will handle live animals. Documentation of the vaccine must be submitted to the Occupational Health Nurse.
- j. Personnel are responsible for obtaining a tetanus vaccination every 10 years. This may be accomplished through their physician or local pharmacy (such as CVS), using personal health insurance. 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 medical professional of their choice .
- k. 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)

