

Institutional Animal Care and Use Committee		UNTHSC
Title: Occupational Health Program		
Document #: 027	Version #: 06	
Approved by IACUC Date: April 23, 2019		

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 submit annually, the Medical History Questionnaire (MHQ) to the Occupational Health Services.
- c. It is the responsibility of each individual to follow any instructions given to them from the Occupational Health Professional.
- d. It is the responsibility of the Occupational Health Services to maintain records of individuals enrolled in the Occupational Health Program, including Tetanus vaccine dates, MHQ renewal dates, and any recommendations provided by the Occupational Health Professional.

C. PROCEDURES

- a. The Occupational Health Program includes all personnel who have contact with animals, such as personnel listed on an animal use protocol, anyone having significant contact with animal use areas, or anyone having contact with animal tissues must be enrolled in the occupational health program. This includes veterinary staff, husbandry staff, researchers and their staff, students, 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 completed and submitted to the Occupational Health Services. Each person must submit their own MHQ.

- d. Individuals who handle live animals or use unfixed animal tissue, must also submit a copy of their most recent tetanus vaccine record. Tetanus vaccines are required every 10 years, and will need to be updated as needed by the Occupational Health Services.
- e. MHQs must be completed and/or up-to-date before approval of an individual on a protocol, including amendments to add personnel to a protocol.
- f. Occupational Health Services will notify personnel when it is time to renew their MHQ annually.
- g. The MHQs are reviewed by an Occupational Health Professional, who will notify the individual of any follow up medical management

Procedures for Accessing the Occupational Health Program Services

During Business Hours:
UNTHSC Health Pavilion
855 Montgomery St.
Fort Worth, TX 76107
Phone: 817-735-3627

After Business Hours:
Texas Health Fort Worth
1301 Pennsylvania Avenue
Fort Worth, TX 76104
Phone: 817-250-2000

Blood borne pathogen exposures (HIV, HBV, HCV)

1. **Proceed** directly to the location of the current service provider. Inform the front desk person you have sustained a blood borne pathogen exposure and you want to be followed later at the service providers' clinic.
2. It is critical to get your exposure evaluated **within 2 hours of the exposure**, especially in the case of a high risk injury with a known positive source.
3. **Inform** your supervisor of the exposure.
4. If the **source** is a living human being in a clinical or research setting, try to obtain three red top tubes of blood from the source individual to take with you to the occupational health clinic. Place the tubes in a zip lock bag, zip the bag, and then place the bag inside a secondary container such as a plastic box and take the box with you to the service provider. The service provider will test both your blood and the blood of the source in order to guide their clinical decision-making regarding your situation.
5. **After your exposure has been evaluated**, call Human Resources in a timely manner to inform them of the incident.
6. **In all cases**, complete a supervisor's investigation of injury form. It's part of the workers' compensation packet on the Human Resource Services web site.

All faculty and staff need to complete the full workers' compensation packet and return it to Human Resource Services, if the injury occurred while you were working within the role and scope of your job.

All other kinds of injuries

1. **If you are an employee**, and you are injured during the role and scope of your job, and the injury is not a blood borne pathogen exposure, you are required to use the current network of health care providers with whom the State Office of Risk Management has contracted to provide worker's compensation covered care. Human Resources is the point of contact for reporting your injury and directing you to a network provider for follow-up care.
 - a. These recommendations may include services provided by the Occupational Health Services, in which the costs incurred will be billed to the department.
 - b. 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 Services.