



Department Administrative Policy and Procedures

Subject: Animal Occupational Health and Safety Program

Effective Date: 2022

I. BACKGROUND AND PURPOSE

The Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals (hereinafter referred to as PHS Policy) requires institutions receiving PHS funds to establish and maintain a program for the care and use of animals in research and teaching, using the current Guide for the Care and Use of Laboratory Animals (Guide) as the basis for this program. An essential component of this program is that the institution has an occupational health program for individuals who work in laboratory animal facilities or have more than incidental contact with animals. The nature of the institution's occupational health and safety program will depend on the type of facility, research activity, animal species involved, frequency of animal contact or exposure, and associated risks for workers.

II. DEFINITIONS

- A. Animal – Any live, vertebrate animal used or intended for use in research, research training, experimentation, teaching, biological testing, or related purposes.
- B. Animal Biosafety Level (ABSL) – Classification of risk level that the research is conducted under. Such level is assigned by the Institutional Biosafety Committee.
- C. Occupational Health Surveillance System (OHSS) – A secure online mechanism for conducting a risk assessment and corresponding, HIPAA-protected, confidential medical evaluation for employees with exposure to animal biohazards and other workplace or laboratory exposures.
- D. Individual – Any UW faculty, staff, or student who has direct contact with or exposure to animals.
- E. Personal Protective Equipment (PPE) – Equipment worn to minimize exposure to a variety of hazards.

III. POLICY

Oversight and evaluation of the UW animal care and use program is the responsibility of the Institutional Animal Care and Use Committee (IACUC), Attending Veterinarian (AV), and Institutional Official (IO). However, it is the IACUC, in cooperation with the UW Safety Office and the Office of

Research & Economic Development (ORED), that is charged with establishing and implementing an appropriate occupational health and safety program as it pertains to animal use. The IACUC requires the following individuals to enroll in the Animal Occupational Health and Safety Program (AOHSP) prior to beginning their work or contact with animals:

1. Individuals listed on a research or teaching Animal Use Protocol (AUP); and
2. Any individual who through their employment has more than incidental contact with or exposure to live animals.

IV. PROGRAM COMPONENTS FOR INDIVIDUALS LISTED ON AN ANIMAL USE PROTOCOL

- A. Enrollment for an individual in the program is completed via the Occupational Health Surveillance System (OHSS):
1. The Individual completes a Risk Assessment (RA).
 2. The individual then completes a Health Questionnaire (HQ) about their personal health and history.
 3. The individual completes an Animal Allergy Questionnaire (AAQ)
 3. The contracted Occupational Health Provider (OHP) will review the RA, HQ, and AAQ and determine if further action is required and whether the individual needs additional follow up or medical consultation. The OHP will communicate with the Individual directly.
 5. After initial enrollment, annual updates to the RA, HQ, and AAQ via OHSS are based on changes to workplace exposures, changes in personal health risks, and/or as determined by the Occupational Health Provider. At the very minimum, RAs must be resubmitted for all individuals on an AUP at the time of *de novo* review.
- B. Further participation in the program may be required depending on an individual's answers to the HQ, AAQ, and/or type of animal exposure, including one or more of the following:
1. The OHP may contact a participant to clarify responses on the RA, HQ, and/or AAQ.
 2. The OHP may contact a participant to answer health-related questions or concerns as they pertain to working with animals.
 3. The OHP may *recommend* participation in a medical surveillance program or a specific prevention program (e.g., offering vaccination against vaccine-preventable zoonotic diseases).
 4. The OHP may *require* participation in a mandatory medical surveillance/screening or prevention program for work with specific species and/or hazards (e.g., nonhuman primates,

bats, *Mycobacterium tuberculosis*).

C. Report all work-related accidents, injuries, and/or illnesses to a supervisor or Principal Investigator (PI). The following additional actions are required:

1. The appropriate accident/injury/workers compensation report forms must be completed and submitted. Report of Injury forms may be found on the [UW Human Resources](#), [UW Risk Management](#), or [UW Safety Office](#) webpage.
2. Serious injuries (examples include but are not limited to broken bones, loss of a limb or an eye, deep skin cut or bite, or head or back injury) and inpatient hospitalization must be immediately reported to the Safety Office at 307-766-3277 and/or at uwehs@uwyo.edu.
3. Notify the IACUC and Attending Veterinarian at 307-745-7341 or uwvet@uwyo.edu.
4. If injuries involve an infectious agent or recombinant DNA, the campus Biosafety Officer must be contacted at biosafety@uwyo.edu.
5. Treatment of work-related injuries or illnesses:
 - a) Life-threatening or serious injuries require activation of the 911 system.
 - b) Urgent or non-urgent injuries can be treated at the Ivinson Memorial Hospital Emergency Department, Ivinson Memorial Hospital Convenient Care Clinic, or another available clinic.
 - c) Medical care for a work-related injury is covered at no cost to the employee through Wyoming Department of Workforce Services Workers' Compensation Program.

D. Applicability

1. This policy applies to all UW PI's, technicians, laboratory personnel, research fellows, students, other staff, and visiting scientists listed on an AUP.
2. Students whose only animal exposure is in the classroom or in the field as part of a course are not required to enroll. However, the instructor should provide information about any potential health risks with the animal species being used during the course.
3. All animal care staff, animal health technicians, and veterinarians employed by UW who work with animals or in animal housing areas are required to participate.
4. Other university employees who may have intermittent exposure in the course of their employment (e.g. physical facilities personnel) but with less frequency than animal technicians or research lab staff are identified by their department if there is a specific reason that they will need screening. They are then required to submit a RA, HQ, and AAQ though the OHSS.
5. Members of the IACUC and ORED staff that attend semi-annual inspections must also participate in the AOHSP.

V. RESPONSIBILITIES

1. IACUC – Responsible for establishing and evaluating a risk-based AOHSP. The IACUC requires that all individuals who are associated with research or teaching involving animals (and have more than incidental animal contact) are listed on the associated AUP and enrolled in the AOHSP.
2. Safety Office – Responsible for training and promoting the safe use of chemical and physical agents.
3. Individual – Responsible for enrolling in the AOHSP through submission of RA, HQ, AAQ via OHSS and compliance with all occupational safety guidelines. In addition, the individual is responsible for obtaining appropriate training to wear the PPE and then wearing the appropriate PPE.
4. OHP – The contracted Occupational Health Provider, through its professional staff, is responsible for reviewing each RA, HQ, and AAQ submitted via OHSS to determine if any risk-based medical surveillance, screening, or prevention measures (e.g., vaccines or PPE) is needed to reduce animal-related health risks. It is also OHP's responsibility to inform each individual of the result of the Medical Assessment. All questionnaires will be treated as confidential and all personal health information will be maintained according to federal and state requirements.
5. ORED IACUC Coordinator – Is responsible for verifying that individuals listed on a PI's AUP are enrolled in the AOHSP, notifying the PI about any individual who is not appropriately enrolled, and informing the IACUC Chair and AV.
6. PI – Responsible for ensuring all individuals under their supervision and/or covered by their AUP are aware of and are participating in the AOHSP and that appropriate safety training is provided and documented for each individual working in their laboratory or listed on their AUP.

VI. REFERENCES

1. Applied Research Ethics National Association (ARENA) – Office of Laboratory Animal Welfare (OLAW). (2002). *Institutional Animal Care and Use Committee Guidebook* (2nd ed.).
2. Institute of Laboratory Animal Research (ILAR) (2011).
3. *Guide for the Care and Use of Laboratory Animals* (8th ed.). Washington, D.C.: The National Academies Press.
4. Institute of Laboratory Animal Resources (ILAR). National Research Council (1997). *Occupational Health and Safety in the Care and Use of Research Animal*. Washington, D.C.: The National Academy Press.
5. Office of Laboratory Animal Welfare (2002). *Public Health Service Policy on Humane Care and Use of Laboratory Animals* (pp.10, IV.A.1f).

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Responsible Division/Unit: Administration/Office of Research and Economic Development