

**IUPUI**  
**OFFICE OF ENVIRONMENTAL  
HEALTH & SAFETY**  

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**INDIANA UNIVERSITY-PURDUE UNIVERSITY**  
Office of Finance and Administration  
Indianapolis

**Occupational Health & Safety  
for  
Individuals with Animal Exposure**

This program, operated by the Office of Environmental Health and Safety (EHS), with support from the IUPUI Institutional Animal Care and Use Committee (IACUC), the Vice President for Research, the Laboratory Animal Programs, and IUPUI Health Services, is designed to protect university staff, students, the public, and laboratory animals. The requirements of the Occupational Health and Safety Program are based on guidelines in the National Research Council *Guide for the Care and Use of Laboratory Animals* and the *Occupational Health and Safety in the Care and Use of Research Animals*.

**I. Purpose**

The IUPUI Office of Environmental Health and Safety (EHS) has developed this program to identify hazards involved with animal care and use, assess the risk(s) associated with those hazards, and eliminate or manage the associated risks. The program is an important part of IUPUI's Institutional Laboratory Animal Care Program.

**II. Scope**

This program applies to all IUPUI employees with direct contact with animals and all animal facility personnel.

Participants include:

- Principal Investigators on IACUC
- Research Staff listed on IACUC protocols
- Animal Care Staff
- Veterinarians
- Student Employees using and caring for animals
- Other IUPUI Staff needing access into animal facilities

Employees concerned with occupational exposure to laboratory animal who are not required to enroll in the program can voluntarily enroll in the program.

**III. Authority and Responsibility**

*Deans, Directors, Department Heads*

1. Inform PI's of their primary responsibility to ensure a safe work environment for anyone within their laboratory;
2. Emphasize the importance of understanding and implementing IUPUI Chemical Hygiene Plan and Biosafety Manual; and
3. Actively support this Program within individual units by ensuring employees working within areas under their control have the appropriate resources to implement the procedures.

*Supervisor and/or Principal Investigators will be responsible for:*

1. Reading the *Occupational Health and Safety for Individual with Animal Exposures Program*;
2. Implementing procedures in accordance with this Program;
3. Ensuring that their eligible employees are enrolled in, and are in compliance with, the risk assessment and medical surveillance program;
4. Ensuring all eligible employees read the *Occupational Health and Safety for Individual with Animal Exposures Program*;
5. Ensuring that all employees receive required training and education;
6. Providing personal protective equipment required for the job tasks;
7. Informing employees of occupational hazards and the necessary precautions to be taken to protect against these hazards; and
8. Maintaining a copy of this Program in the laboratory.

*Employees will be responsible for:*

1. Reading the *Occupational Health and Safety for Individual with Animal Exposures Program* and seeking clarification for any areas not understood;
2. Complying with the guidelines and recommendations in this document;
3. Attending all required training classes;
4. Participating in the medical surveillance program;
5. Properly wearing, maintaining, storing, and replacing appropriate personal protective equipment as necessary;
6. Following safe work practices for handling animals;
7. Obtaining information prior to using unfamiliar chemical or performing a new task; and
8. Reporting any job related injuries or illnesses, animal bites or scratches or any unsafe working condition to the PI/Supervisor or EHS and reporting to IUPUI Health Services.

*Environmental Health and Safety will be responsible for:*

1. The development, implementation, and oversight of the *Occupational Health and Safety for Individual with Animal Exposures Program*;
2. Reviewing research protocol and amendments to determine occupational health risks;
3. Reviewing the online risk assessments completed by each employee to determine occupational health risks;
4. Providing fit testing for N95 respirators;
5. Providing training;
6. Provide recommendations for Personal Protective Equipment (PPE);
7. Investigating animal allergen exposures;
8. Maintaining training records; and
9. Assisting in identifying exposure control measurements.

*IUPUI Health Services will be responsible for:*

1. Reviewing Health Screening Medical questionnaires; and
2. Providing the occupational physical exam and follow-up for employees as deemed necessary from the results of the medical questionnaires.

*Institutional Animal Care and Use Committee (IACUC) will be responsible for:*

1. Identifying employees and any other individuals who are listed on animal protocols;
2. Notifying employees who are listed on animal protocols of the requirements of the Occupational Health Program;
3. Providing Occupational Health information to Principle Investigator's.

#### **IV. Program Enrollment**

Participation in the *Occupational Health & Safety Program for Individuals with Animal Exposure Program* is **mandatory** for all IUPUI employees identified in Section II of this document.

All personnel listed on a research protocol who meet the requirements indicated above will be required to;

1. Complete the on-line Animal Care and Use Risk Assessment;
2. Complete the on-line Medical Questionnaire;
3. Complete all required training as determined by the job hazard analysis/risk assessment.

Failure to enroll and/or provide updates may result in suspension of the employee's ability to work on an animal protocol or in an animal facility.

#### **V. Program Updates**

Participants in the program are required to review and update their risk assessment and medical questionnaire on a periodic basis of at least every three (3) years.

Additionally, if there is a change in the employee's animal exposure, the risk assessment shall be updated by the employee. The medical questionnaire shall be updated by the employee whenever the employee's personal health status changes.

Participants will receive an e-mail notification and instructions when it is time to complete their periodic review.

#### **Medical Surveillance Program**

Employees requiring medical surveillance include those employees identified in Section II of this document. The medical surveillance program requirements are based on the type and frequency of exposure to animals.

The medical surveillance will include:

1. A baseline on-line medical questionnaire to be completed prior to protocol approval or renewal; and
2. Vaccinations and/or medical review will be based upon input provided by the employee.

Medical Surveillance will be provided:

1. Prior to approval for individuals to be included on an IACUC animal use protocol (new protocol or renewal of a current protocol).
2. Annually (if indicated by physician).
3. As appropriate for emergency exposure.
4. If an individual undergoes a change in medical status.
5. In a new research circumstance changes (i.e. species, environment, hazards, etc.).

It is the employee's responsibility to update the on-line medical questionnaire as indicated in Section V of this document.

IUPUI Health Services will evaluate the medical surveillance program annually or as necessary to ensure compliance with the regulatory body requirements and need for additional surveillance.

Medical review includes:

1. Review of applicable medical history.
2. Physical examination, if indicated.
3. Discussion of risk factors associated with animal contact, including potential zoonotic agents, wound care, and potential hazards of field studies.
4. Discussion of the health risk associated with compromised immune system (i.e., cancer, chemotherapy, radiation, steroid use, immunosuppressive drugs after organ transplant).
5. Updating of tetanus-diphtheria immunization, as needed.

## **VI. Work Related Injury and/or Illness Reporting Procedures**

If you sustain an injury while at work, notify your supervisor immediately. The supervisor must complete an electronic **authorization-to-treat** form before the injured employee receives care. The required form can be found at the [IU Human Resources](#) website.

Within twenty-four (24) hours, the supervisor or designee from the department must fill out and submit an **electronic Injury/Illness Form** located at the [IU Human Resources](#) website. A printed copy must be signed by the employee and supervisor and mailed to IU Workers Compensation, Poplars Street, Bloomington, Indiana.

The Injury/Illness form should be completed regardless of whether the injury required professional medical attention.

### **Getting Medical Attention:**

Obtain medical attention from IUPUI Health Services during normal working hours;

M, T, W, F 7:30 a.m.- 5:00 p.m.

Thursday 9:00 a.m.- 5:00 p.m.

**Location:** 1140 West Michigan Street, Coleman Hall, Room 101.

**Phone:** 274-5887

### **After hours:**

If IUPUI Health Services is closed or the injury is an emergency, employee should go to the University Hospital Emergency Room. If an ambulance is needed, the employee may be transported to Wishard or Methodist Hospital.

### **Emergency Medical Attention:**

If you need immediate medical assistance or are unable to escort yourself to Health Services call 911 for ambulance assistance.

## **VII. Training and Education**

All employees will receive information based on the responses given in the risk assessment that will provide them with relevant information regarding the particular species and hazards to which the employee will be exposed to.

## **VIII. Pregnancy and Laboratory Animal Exposures**

Women who know or suspect they are pregnant must take special precautions when working with animals. There are certain pathogens that pose a serious health risk to the fetus and can cause birth defects. Employees who know or suspect they might be pregnant, should contact IUPUI Health Services for additional information.

### IX. Infectious Disease Risk Summary

Specific procedures required for the *Occupational Health and Safety for Individual with Animal Exposures* program are dependent upon the degree and type of exposure to laboratory animals, as well as the nature of the work being done. The following table summarizes a preventive medicine program with suggested procedures for six risk categories. Additional risk categories may be added by IUPUI Health Services physicians.

**INFECTIOUS DISEASE RISK SUMMARY**

Risk Category	Definition	Pre-Placement Physical	Medical Questionnaire	TB Skin Test or Chest X-Ray	Rabies Vaccine or Serology	Tetanus Toxoid	Toxoplasma Serology	Q-Fever Serology
1	Exposure to rodents or rabbits	+	+++	+	0	+++	0	0
2	Exposure to carnivores (dog, cat, ferret, etc.)	+	+++	+	+	+++	female - + male - 0	0
3	Exposure to livestock	+	+++	+	+	+++	0	+
4	Exposure to sheep or goats	+	+++	+	+	+++	0	++
5	Exposure to chickens or other birds	+	+++	+	0	+++	0	0
6	Necropsy or field studies with animal contact	+	+++	+	+	+++	0	+

0 Not ordinarily required.

+ May be advisable in some circumstances.

++ Recommended practice.

+++ Essential component of an effective program; highly recommended.

**Key:**

The occupational health program outlined in Table 5 of NIH Publication No.92-3415 entitled Institutional Animal Care and Use Committee Guidebook may be a useful reference.