

Title: **Occupational Health & Safety Program for MSU Personnel in Contact with Vertebrate Animals**

Effective Date: **January 19, 2010**

Revision # **10**

Standard Operation Procedure Number: **IACUC-OHSP-001**

Last Committee Review: **August 20, 2019**

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### **Purpose/Scope**

The Occupational Health and Safety Program (OHSP) is an important component of Mississippi State University's institutional animal care and use program. This program is designed to protect both MSU's personnel and the animals. The purpose of this program is to ensure the occupational health and safety of institutional employees, visitors, and students who in the course of their work with research animals might be exposed to hazards that could adversely affect their health and safety. Office of Environmental Health and Safety (EHS) is responsible for implementing programs and providing training to ensure a safe and healthful work place for University employees.

### **Definitions**

**Animal User:** Anyone listed in the MSU IACUC Protocol Submission Form and LARAC personnel.

**Program:** The animal care and use Program comprises the activities conducted by and at an institution (MSU) that have a direct impact on the well-being of animals, including animal and veterinary care, policies and procedures, personnel and program management and oversight, occupational health and safety, IACUC functions, and animal facility design and management. (*Guide for the Care and Use of Laboratory Animals*, 8<sup>th</sup> ed.)

### **Procedure**

Before beginning animal work, all animal Users at MSU are required to enroll in the OHSP program by accessing the website of the Office of Research Compliance. Failing to do so could result in suspension of privilege to work on an animal protocol or in an animal facility. If the Animal User is a new employee, the OHSP enrollment must be completed before animal related duties begin.

The OHSP program contains two sections: The Risk Inventory and the Medical Evaluation. The OHSP enrollee completes both sections. The risk inventory is assessed by the Attending Veterinarian and sent to the University Physician for assessment with the Medical Evaluation information. The University Physician then sends a completed report to the enrollee and notifies the Office of Research Compliance that the OHSP enrollment has been completed.

Directions for enrollment and completion of the Risk Inventory and Health Evaluation forms are provided at <https://w.msstate.edu/ohsp/>.

1. Animal Users should update their OHSP information when his/her:
  - a. MSU work assignment changes.
  - b. personal health status changes.
  - c. environmental risk conditions change, including using additional species.

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The ORC personnel will send an email to each Animal User annually, reminding them that he/she may need to change their OHSP information if any of the above (a – c) conditions have occurred.

2. Any cost incurred for treatment or consultation by the Longest Student Health Center undertaken as a result of the Health Assessment will be paid by the Animal User's department or the PI listed on the IACUC Protocol Submission Form.
3. Records of OHSP participants will be maintained in a database at the Office of Research Compliance. Personal health information is considered confidential information, is seen only by a physician, and remains at the Longest Student Health Center.
4. The ORC personnel will verify that Animal Users listed on a protocol meet the OHSP requirement before IACUC approval is granted.

**Reviewed:**

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IACUC Chairperson

Date

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Research Compliance Director

Date