

Occupational Health & Safety Program	Policy No. IACUC-007
	Effective Date: 8/20/12 Updated: 10/13/2025

1. Reference:

Animal Welfare Act (Public Law 89-544, 1966, as amended [7 U.S.C. 2131 *et. seq.*]; and Code of Federal Regulations, Title 9, Chapter 1, Subchapter A, Parts 1-3)

Guide for the Care and Use of Laboratory Animals, ILAR/NRC, current version

Occupational Health and Safety in the Care and Use of Research Animals, ILAR/NRC, 1997

Public Health Service Policy on Humane Care and Use of Laboratory Animals, OLAW/NIH, 2002

2. Purpose: The purpose of the Occupational Health and Safety Program (OHSP) is to provide a mechanism whereby OSU can fulfill and manage its institutional responsibility to provide a safe workplace for OSU employees involved in the care and use of animals used for research, teaching, and/or testing on the OSU Stillwater campus utilizing the principles of hazard identification, risk assessment, risk management, hazard/risk communication and training, and preventive medicine.

3. Applicability: This OHSP applies to all OSU employees (*i.e.*, principal investigators/instructors, faculty, staff, etc.) and students (*i.e.*, graduate and undergraduate students) involved in the care and/or use of vertebrate animals (*i.e.*, listed in IACUC approved protocol and/or having direct contact with live animals, carcasses, unfixed tissues, blood, body fluids, wastes, animal holding facilities, *etc.*) used for research, teaching, or testing on the OSU-Stillwater campus that fall under the OSU IACUC's purview. This policy does not apply to Veterinary Teaching Hospital (VTH) or (BVMTH) employees that are solely involved in the delivery of veterinary clinical care to client animals, Oklahoma Animal Disease Diagnostic Laboratory (OADDL) employees that are solely involved in the handling and processing of animals, specimens, or samples submitted for pathologic examination and disease diagnosis, or students enrolled in an OSU offered course.

4. Policy:

4.1. All OSU personnel involved in the care and/or use of vertebrate animals used for research, teaching, or testing at OSU shall be enrolled.

4.2. The IACUC may withhold protocol approval until all personnel involved with the protocol have enrolled in the OHSP.

4.3. All personnel that fail to complete the annual renewal of OHSP enrollment will be removed from the protocol(s) (which means no animal work may be conducted by that individual) until the annual enrollment form is completed.

5. Responsibilities:

5.1. The university shall bear all costs associated with the OHSP if provided by OSU.

5.2. Occupational Health & Safety Coordinator (OHSC): The OHSC is responsible for monitoring compliance and overall coordination of the OHSP to include providing occupational health and safety related training to individuals enrolled in the OHSP.

5.3. University Health Services Medical Director (UHSMD): The UHSMD is the occupational health care provider for the OHSP and is responsible for screening occupational health questionnaires, medical consultations/exams, medical monitoring/surveillance, and coordinating delivery of medical services to individuals enrolled in the OHSP as required.

5.4. IACUC Manager: The IACUC Manager is responsible for maintaining a current list of all personnel who are involved in the care and use of vertebrate animals used in research, teaching, or testing and providing an updated personnel list to the OHSC as changes occur.

5.5. Principal Investigator/Instructor (PI) and/or 1st Line Supervisor: The PI and/or 1st line supervisor is responsible for insuring that all personnel under their supervision are enrolled in the OHSP, are trained, and are following safe practices and procedures in the workplace. Animal facility managers shall provide the IACUC Manager with an updated animal care staff roster every 6 months if requested to capture personnel that are not routinely listed on ACUPs.

5.6. University Attending Veterinarian (UAV): The UAV is responsible for advising the IACUC, OHSC, & UHSMD regarding animal zoonoses/hazards/risks.

6. Program Description/Procedures:

6.1. Enrollment in OHSP:

6.1.1. Initial OHSP Enrollment:

- **OHSP Enrollment Form:** All personnel shall complete an OHSP Enrollment Form and review it with their 1st line supervisor (or PI) to identify the occupational hazards/risks the individual will be exposed to in the workplace. The original completed OHSP Enrollment Form shall be forwarded to the UHSMD for initial occupational health screening and a copy sent to the OHSC.
- **OHSP Medical Questionnaire:** All personnel shall also complete an OHSP Medical Questionnaire (*i.e.*, personal medical history) and attach it to their OHSP Enrollment Form that is forwarded to the UHSMD for initial health screening and filing in their individual medical record.

6.1.2. Annual Renewal of OHSP Enrollment: The OHSC shall notify all personnel enrolled in the OHSP to complete and return an Animal Handler Annual Health Questionnaire to update their OHSP enrollment and note any change in their work or health status. The OHSC reviews the completed annual health questionnaires for significant changes in the individual's work or health status and forwards the questionnaire to the UHSMD for follow-up occupational health assessment and/or medical management as needed.

6.2. OHSP Enrollment Categories: The UHSMD will assign enrolled individuals to one of the following enrollment categories for health monitoring/surveillance based upon the information contained in the individual's health questionnaire and his/her professional medical judgment. Based on the risk category assigned, the UHSMD or designee determines what medical tests and procedures are appropriate for the individual. Factors used to assign an individual to a risk category include, but are not limited to:

- Animal species
- Potential zoonoses
- Individual's health status (*e.g.*, allergies, asthma, cardio-pulmonary health, immune system, vaccination history, pregnancy, *etc.*)
- Biosafety level of work being performed (*i.e.*, ABSL-1, ABSL-2, or ABSL-3)
- Physical/chemical/environmental hazards (*e.g.*, radiation, toxic chemicals, noise, *etc.*)

6.2.1 OHSP Category I Enrollment: Applies to persons working with rodents, rabbits, birds, amphibians, reptiles, fish, pigs, cattle, and horses or their unfixed tissues. IACUC members that do not otherwise work with animals also fall into this category.

6.2.2 OHSP Category II Enrollment: Applies to persons working with dogs and cats or their unfixed tissues.

6.2.3 OHSP Category III Enrollment: Applies to persons working with sheep and goats or their unfixed tissues.

6.2.4 OHSP Category IV Enrollment: Applies to persons working with nonhuman primates or their unfixed tissues.

6.3 Individuals may waive a recommended procedure after being apprised of the risks involved. A declination form that specifies the procedure that is being declined must be completed and signed by the individual. A copy of the signed declination form must be maintained by the UHSMD and the OHSC. A copy of the form must be provided to the individual.