

1. PURPOSE

This Standard Operating Procedure (SOP) describes the McGill University Occupational Health Program.

2. RESPONSIBILITY

Principal investigator (PI) and their research staff, animal care staff, veterinary care staff.

3. INTRODUCTION

- 4.1.2. This policy requires confidentiality in the handling of medical information. Individuals required to undergo any medical examinations, treatment, or monitoring must be fully informed of the associated benefits and risks.
 - 4.1.3. The services are to be provided at no cost to the individual. All activities related to this program are to be available during normal working hours.
 - 4.1.4. Note that for personnel in contact with non-human primates, the participation in the Occupational Health Program is mandatory.
- 4.2. Personal Hygiene
- 4.2.1. Persons working with animals are required to maintain a high standard for personal cleanliness to reduce the risk of contracting diseases transmitted by animals. It is essential that facilities and supplies for meeting this obligation be provided.
 - 4.2.2. Clothing suitable for use in an animal facility is to be worn by all persons coming into contact with animals. For animal care staff, the clothing should be separate from that worn outside the animal facility and should be supplied and laundered by the institution. Clothing exposed to potentially hazardous microbial agents or toxic substances is to be decontaminated prior to leaving the premises for laundering.
 - 4.2.3. Disposable gear, such as gloves, masks, head covers, coats, coveralls, and shoe covers should be used where appropriate.
 - 4.2.4. Hands should be routinely washed after handling animals or cage accessories to reduce the risk of disease transmission.
 - 4.2.5. Clothing should be changed as often as is necessary to maintain personal hygiene. Outer garments worn in animal rooms should not be worn outside the animal facility. Washing and showering facilities appropriate to the program are to be made available.
 - 4.2.6. Provision of advice on specific procedures to be followed is the responsibility of the animal care committee in conjunction with the unit director or principal investigator.
 - 4.2.7. Eating, drinking, smoking, or application of cosmetics in animal rooms is not permitted.
- 4.3. Education and Training:
- 4.3.1. Persons working with animals or in animal facilities should be fully informed as to the nature of possible risks associated with proposed duties. It is the responsibility of each laboratory director to inform research personnel of the specific risks involved and the applicable safety procedures. The University Animal Care Officer is responsible for providing instruction in safe methods of animal care and use.
 - 4.3.2. Training in the principles of radiation and chemical safety is the responsibility of the Environmental Health and Safety Office.
 - 4.3.3. The Biohazards Committee is mandated to develop protocols for research activities involving biohazards.
 - 4.3.4. The University Animal Care Committee is responsible for verifying that those conducting research with animals are duly qualified.
- 4.4. Medical Care Elements of Program:
- 4.4.1. This section is applicable to routine health surveillance activities involving animal care and use. Animal bites or other accidents involving animals are not covered in this section and should be considered for emergency treatment.
 - 4.4.2. Legend:
 - 1. Pre-placement assessment: medical history questionnaire and (if clinically indicated), medical examination.
 - 2. Tetanus immunization (if not already up to date). Booster every ten years.
 - 3. Selective pre-placement rabies immunization. Repeated as required.
 - 4. Pre-placement PPD skin testing (2-step).
 - 5. Hepatitis A vaccination; booster at 1 year follow-up
 - 6. Q fever immunization - information and consent forms: [Q-fever-OHS](#) [.doc]

4.4.3. Definitions:

4.4.3.12. "Direct Contact" refers to those handling live animals, unpreserved tissues or body fluids, animal cages, cage accessories, animal waste or carcasses.

4.4.3.13. "Indirect Contact" refers to those who work in areas where animals are used or housed. These people are potentially exposed by means of accidental contact or aerosols.

SPECIES	DIRECT CONTACT	INDIRECT CONTACT
Non-Human Primates	1,2,4,5	1