

## Policies and Procedures

SECTION: Research Compliance	NUMBER: 4.0			
CHAPTER: Animal Occupational Health and Safety Program	ISSUED: 08/2010	REV. A: 8/2016	REV. B:	REV. C:
POLICY: PERSONAL HYGIENE/PERSONAL PROTECTION	REV. D	REV. E:	PAGE 1 OF 3	

### 4.1 PERSONAL HYGIENE

The most effective means of reducing the potential of exposure to zoonotic agents and other infectious materials is hand washing. Participants should wash their hands immediately before beginning work; upon leaving for breaks, meals or restrooms; when returning to work; after handling animals, their tissue or fluids; and at the end of the day. Participants should treat all animals, their tissue and fluids as if they were infected with pathogens. Participants should avoid working with animals when they are ill, especially if the Participant has respiratory (breathing) problems. Showers are available for ARF staff.

Food and beverages are prohibited in laboratory animal quarters and other areas where laboratory animals or hazardous agents (including chemicals, radioactive materials) are used. Participants must not handle contact lenses or apply cosmetics in any room or laboratory where animals or hazardous agents are used. Smoking is not allowed on Creighton Campus. Participants should avoid touching their eyes, mouth or nose after handling animals until after washing their hands.

### 4.2 PERSONAL PROTECTIVE CLOTHING

Individuals working with or around animals at Creighton University are provided with appropriate personal protective clothing. The type of protective clothing/equipment required is determined by the protocol. Such protective clothing includes, but is not limited to, lab coat or gown, gloves (latex or vinyl), mask, head cover, shoe covers and/or eye protection. Chemical respirators and safety eyewear are available from the ARF.

Personal protective equipment (PPE), supplied by Creighton University, should always be worn in an animal room. All gowning materials must be removed when exiting an animal room. Shoe covers must be removed *immediately after* stepping out of the room and *before* walking down the hallway. All other gowning materials must be removed at the nearest hallway trash receptacle. Personnel DO NOT enter any other room, including the clean cage storage room, wearing dirty gowning materials. Personnel DO NOT re-enter any animal room, for any reason, without first donning fresh gowning materials. For Quarantine or Housing Areas with Biohazards under special housing conditions, including Quarantine Areas and rooms where hazardous materials and/or pathogens are being administered, slightly different de-gowning procedures are required to assure that potential pathogens do not contaminate the common hallway. All gowning materials must be removed *prior to* exiting, immediately inside the door to

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the room. Animal restraint devices are also available for certain species to provide an extra measure of safety when handling animals. Other protective clothing, as required, is also available. The Gowning and De-Gowning Fact Sheet, which outlines the appropriate protocol for entering animal rooms, can be found in Appendix C. Animal restraint devices are also available for certain species to provide an extra measure of safety when handling animals.

Additional information can be found at Environmental Health and Safety website.

### 4.3 ENVIRONMENTAL HEALTH AND SAFETY

From an Environmental Health and Safety perspective, the ARF is a continuum of laboratory space, and laboratory requirements are enforced in the ARF. All individuals should be aware of potential pathogens as well as any other biohazardous materials involved in their animal work. It is the responsibility of the Principal Investigator to inform all students and staff members of these laboratory-specific hazards; in addition, a notice of biohazard use is posted on the animal room and laboratory doors. Laboratory safety training is required annually in accordance with OSHA regulations. Every person who works in a lab needs to attend Lab Safety Training once per calendar year. This list includes, but is not limited to, faculty, staff, graduate students, work studies, undergraduates and anyone who will be entering a lab space, including custodial staff, public safety staff, volunteers, etc.

### 4.4 HEARING PROTECTION IN ANIMAL QUARTERS

The noise level in animal facilities areas may reach potentially damaging levels in areas that include cage washing areas, equipment rooms and animal care rooms. Hearing protection will be worn to prevent hearing damage. EH&S will conduct noise level testing in compliance with the Occupational Safety and Health Administration (OSHA) regulations or whenever requested by an animal facility employee or researcher. Hearing protection will be worn in all areas where noise levels exceed permissible OSHA guidelines or more restrictive standards if set by EH&S. Proper hearing protection may include over the ear headsets or disposable foam plugs depending on the requirements and comfort levels. If non-disposable hearing protection is used it must be cleaned and disinfected before and after each use. Each person that enters an area that requires protection should be issued their own hearing protection if non-disposable PPE is used. Non-disposable protection should not be used across different rooms unless approved by the researcher.

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### 4.5 SHARPS HANDLING AND DISPOSAL

Sharps, such as needles and scalpels, are a risk to personnel if handled or disposed of improperly. Sharps may be contaminated with animal blood or body fluids, hazardous agents or unknown substances and therefore must be handled appropriately and disposed of in the appropriately marked sharps container. **Sharps are not to be recapped prior to disposal in an approved container.** It is safest to assume that any sharp is a potential hazard. Additional information can be found in the Environmental Health and Safety *Investigators' Manual for Laboratory Safety*.

### 4.6 REPORTING UNSAFE CONDITIONS

Employees/students must inform either their supervisor or the manager of the ARF of any potentially unsafe situation, including equipment that is in need of repair. In situations where you prefer to place a report in confidence, you can file a report using a web intake form or via a dedicated telephone hotline by dialing **855-256-0478**. The web intake form can be found at [EthicsPoint](https://secure.ethicspoint.com/domain/media/en/gui/43718). <https://secure.ethicspoint.com/domain/media/en/gui/43718>