



<b>College of Veterinary Medicine</b> <b>POLICIES AND PROCEDURES</b>	<b>Subject:</b> Safety of Personnel and Students	<b>Date:</b> 9/16/13 <b>No:</b> CVM 2.3 Page 1 of 4
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## INTRODUCTION

A safe and healthy environment in which to work and study is an explicit goal of the College. To achieve this goal, the College will strive to maintain facilities and practices that are in compliance with University, local, state, and federal health and safety regulations and best practices.

While the College is directly responsible for the welfare of employees, students, and visitors within the College, each person also has the responsibility for maintaining a safe work/study environment, identifying and reporting hazards, and preventing accidents. Everyone is urged to make a commitment to safety in all daily tasks and activities. This safety policy has been developed to aid in achieving the goal of providing and modeling a safe and healthy environment within the College.

## RESPONSIBILITY FOR SAFETY

The College is responsible for:

- (1) safety of facilities and providing safety infrastructure, to include but not limited to fire extinguishers, sprinkler systems, ventilation systems, clearly marked building escape routes, eyewashes/showers (as appropriate), and operational emergency pulls; and
- (2) creating a safe environment for students in courses.

Faculty, staff, and students are responsible for:

- (1) creating, monitoring, and enforcing safe practices in courses;
- (2) their own safety and making sure that the work/study environment is safe; and
- (3) complying with the safety standards and requirements of their position descriptions and the Student Handbook.

## SAFETY TRAINING

All faculty, staff, and students will:

- (1) complete a safety course that includes basic laboratory safety and biological safety, and will participate in any required periodic refresher courses.
- (2) participate in the Animal Exposure Occupational Health Program as prescribed by Oregon State University.

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## PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is important for faculty and staff to model appropriate safety awareness and behavior, with the ultimate goal of promoting adoption of good safety standards in practices employing graduates of the College.

- Personal protective clothing (e.g., lab coat, clinic smock, coveralls, overalls, apron, etc.) appropriate to the activity will be worn over street clothes in laboratories and clinics. The protective clothing will be removed before leaving the laboratory or clinic area, unless the person's presence in common areas is an extension of his/her work.
- Closed shoes covering the toes will be worn by everyone in laboratories, clinics, all clinical and diagnostic areas of the Veterinary Teaching Hospital (VTH) and the Veterinary Diagnostic Laboratory (VDL), and whenever handling/treating animals or handling diagnostic specimens.
- Long pants will be worn in laboratories, in the LA VTH clinics, in VDL section laboratories, and when handling/treating animals or handling diagnostic specimens.
- Gloves and/or full-length sleeves, as appropriate, will be provided for use in laboratories and VTH clinics. Gloves will not be worn in common areas unless transporting material for which gloves are required, and in that case the hand with which doors will be opened or other items touched should be un-gloved so that surfaces are not contaminated.
- Safety glasses, or other appropriate eye protection (e.g., face shields), will be worn in laboratories and, when appropriate, in VTH clinics and VDL section laboratories.
- Ear/hearing protection will be worn when appropriate.

## WORK CLOTHES IN LABORATORIES AND CLINICS

- Street clothes will be covered with appropriate protective outerwear clothing (e.g., laboratory coat, clinic smock, coveralls, overalls, aprons) in laboratory and clinic areas.
- Unwashed protective clothing worn in labs or clinics will not subsequently be worn in common areas in the College, such as break rooms, bathrooms, conference rooms, etc., or outside College facilities.
- Moving between work and home without changing clothing has the potential for cross-contaminating these environments. Therefore, clothing worn in the clinics or laboratories and not covered by protective outer clothing will be put on in the work place and removed before leaving the work place. Scrubs or other clothing worn uncovered in the clinics will not be worn in eating areas, restaurants, grocery stores,

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or in areas where other people or pets might be exposed to biohazards and other hazardous contaminants on the clothing.

- Remove protective clothing or other un-protected clothing worn in the work place before leaving the building.

## HAND WASHING

Hand washing is essential to maintaining a safe work/study environment. Hands must be washed after touching any surfaces that are potentially contaminated and may represent a health and safety risk.

## FOOD, DRINK, MAKE-UP, CONTACTS, etc.

- Food and drink will be restricted to designated non-laboratory areas, such as offices and break rooms.
- No food or drink will be located in laboratory areas or areas where animals or diagnostic and/or biomedical materials are handled, treated, stalled, examined or processed.
- Make-up, lip gloss or other similar items will not be applied in laboratory areas or areas where animals are handled, treated, stalled, or examined.
- Dangling jewelry that creates a noise is prohibited.
- Contact lenses will not be removed from or applied to the eye in laboratory areas or areas where animals are handled, treated, stalled, or examined.
- Smoking is not permitted on the Oregon State University campus.

## ANNUAL SAFETY INSPECTIONS

All research and teaching laboratories, clinics, and other spaces as appropriate will be inspected by the CVM Occupational Safety Committee and/or the University Environmental Health & Safety Department at least annually.

## SAFETY STANDARD OPERATING PROCEDURES (SOPs) FOR COURSES

Safety SOPs will be written for every laboratory course offered in the College, using the appended Safety Rules for Laboratories template. Each SOP will include, but may not be limited to:

- (1) a risk assessment that evaluates the risks involved in the activities being performed and includes procedures for minimizing and mitigating those risks;

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- (2) safety procedures that will be followed for the course; and
- (3) personal protective clothing required.

All individuals in the laboratory will be instructed regarding the risks, appropriate safety procedures, and the PPE required before any participation in laboratory activities.

Additional safety precautions may be necessary for certain laboratory activities or clinic/diagnostic laboratory areas. To ensure that participants are aware of the risks associated with the laboratory or animal/specimen handling activities the instructor, clinician, or other responsible supervisor will be responsible for providing participants with any additional safety information and training. Prior to beginning a laboratory or other activity involving handling, examining, or treating animals, it is the responsibility also of participants to ask about safety precautions if none have been provided.

This policy was proposed by the Occupational Safety Committee and approved by the Cabinet on May 9, 2013.



Approved: \_\_\_\_\_ September 16, 2013  
 Cyril R. Clarke, Dean