

Standard Operational Procedure OHP-SOP-001

Occupational Health Screening Procedure for Work Involving Human Blood, Bodily Fluids or Tissues

1. Purpose

The purpose of this procedure is to prevent and detect illness related to exposure to bloodborne pathogens.

2. Scope

This procedure applies to all Members of the University Community participating in University Sanctioned Activities and who have been identified as having exposure or potential exposure to bloodborne pathogens.

For Members of the University Community participating in University Sanctioned Activities which have been identified as having exposure or potential exposure to biohazardous materials, please see OHP-SOP-002 *Occupational Health Screening Procedure for Work Involving Biohazardous Materials*.

3. Definitions

For the purpose of this procedure, the following definitions apply:

Biohazardous Materials

Biohazardous materials are defined as materials of biological origin that are potentially harmful to humans, animals, plants, the economy or the environment. Biohazardous materials include, but are not limited to:

- Pathogenic microorganisms such as certain viruses, fungi, parasites and bacteria;
- Biological toxins from microorganisms, plants and animals;
- Materials that may contain the above-mentioned agents (e.g. cell cultures, tissue, blood and other bodily fluids from humans and animals, environmental samples);
- Certain proteins, nucleic acids (siRNA, miRNA, DNA from pathogenic organisms, oncogenes);
- Genetically modified organisms (GMO) that may be hazardous to the environment if released.

Bloodborne Pathogens: Pathogenic microorganisms that may be present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV), human immunodeficiency virus (HIV) and lentiviruses.

University Sanctioned Activity: May include but is not limited to working, research, studying, working as an intern, and/or volunteering.

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Members of the University Community

- Employee - a person who, under a contract of lease of personal service or contract of apprenticeship is hired to work full-time or part-time in a permanent or a temporary position at the University. Employees include faculty and staff.
- Student - an individual who has contracted with and is registered at the University for an academic purpose.
- Intern - Students performing an internship, with or without remuneration, for a company or an institution.

An Undergraduate, Graduate or Postgraduate student carrying work for the University is per definition, an employee.

4. Occupational Health Screening Requirements

The occupational health screening requirements for any individual working with human blood, bodily fluids and unfixed primary tissue is Hepatitis B vaccination or a signed Hepatitis B Vaccination Declination Form (OHP-FORM-001).

To meet this requirement, the individual must provide the Occupational Health Program Coordinator with one of the following:

1. Proof of completed Hepatitis B vaccination series;
2. A Hepatitis B surface antibody titer to confirm immunity, or
3. A signed Hepatitis B Declination form (OHP-FORM-001).

Consult the table below to determine what action to take:

Situation	Required Action
Have never received the Hepatitis B vaccine	Contact your physician or Health Services to schedule an appointment for a Hepatitis B vaccination series
Have previously been immunized against Hepatitis B virus	Provide EHS with proof of immunization (copy of vaccination record)
Decline Hepatitis B immunization	Make an appointment with the Occupational Health Physician to review and submit a signed the Hepatitis B Vaccination Declination Form (OHP-FORM-001)
Cannot confirm your Hepatitis B vaccination status	Contact your physician or Health Services to schedule a consult with a physician for a Hepatitis B surface antibody titer verification

Individuals with concerns about vaccination are encouraged to discuss with their health care provider the potential risks versus the benefits of vaccination.

4.1 Medical Assessment

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A medical assessment may be required, as determined by the Biosafety Officer in consultation with the Occupational Health Physician. The following may be included as part of the medical assessment:

- Evaluation of health status (physical examination by licenced physician);
- Identification of any underlying medical conditions that could increase risk;
- Interview with the Occupational Health Physician;
- Completion of personal medical history questionnaire;
- Review of current medications; and
- Review of prior immunizations.

Individuals who are immunocompromised or immunosuppressed (e.g. through medical therapy, pregnancy, diabetes, etc.) may need to be identified, as they may be especially susceptible to infection, unable to take post-exposure treatment, or experience more severe illness if exposed.

4.2 Occupational Health Physician Consultation

Any individual enrolled in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues can consult with the Occupational Health Physician to discuss:

- Concerns related to the risks involved when handling human blood, bodily fluids and/or tissues;
- The occupational health screening requirements;
- Post-exposure procedures; and/or
- Any medical or health condition (e.g. immunosuppressive medications, pregnancy, or illnesses that could compromise immune status) that could potentially change their risk if exposed to a bloodborne pathogen.

Appointments with the Occupational Health Physician are coordinated by the Occupational Health Coordinator (Lorena Boju, 514-848-2424 ext. 5008).

5. Post-Exposure Procedure

Post-exposure procedures have been developed and must be followed in the event of exposure to a bloodborne pathogen.

5.1 Post-Exposure Procedures

For a skin injury/exposure (e.g. needlestick, cut, contact with non-intact skin):

- 1) Immediately wash exposed area with soap and water without scrubbing for 10 minutes.
- 2) Rinse with water.
- 3) Allow the injury to bleed freely, and then cover lightly.
Do not promote bleeding by cutting, scratching, squeezing or puncturing the skin; this may damage the tissue and increase the risk of exposure to pathogen(s).
Do not use bleach or alcohol to disinfect the exposed area/wound.
- 4) Report for medical evaluation at the Emergency Department of the closest hospital **immediately**. If assistance is required, call Security at ext. 3717 or 514-848-3717.
- 5) Report the exposure to your supervisor and the Biosafety Officer as soon as possible (as per the University's Policy on Injury Reporting and Investigation (VPS 42)).

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- 6) Upon return to the University, contact the Occupational Health Program Coordinator or Biosafety Officer to ensure appropriate follow-up, which may include an appointment with the Occupational Health Physician.

For mucous membrane exposure (e.g. splash to eyes, mouth, nose):

- 1) Immediately rinse thoroughly with water.
- 2) Report for medical evaluation at the Emergency Department of the closest hospital **immediately**. If assistance is required, call Security at ext. 3717 or 514-848-3717.
- 3) Report the exposure to your supervisor and the Biosafety Officer as soon as possible and submit an Injury/Near Miss Report Form (EHS-FORM-042) as per the University's Policy on Injury Reporting and Investigation (VPS42).
- 4) Upon return to the University, contact the Occupational Health Program Coordinator or Biosafety Officer to ensure appropriate follow-up, which may include an appointment with the Occupational Health Physician.

Reference: ***What to do if exposed to human blood, bodily fluids or tissue?*** (OHP-DOC-005).

6. Roles and Responsibilities

In addition to the roles and responsibilities stated in the Occupational Health Program (OHP-DOC-001), the following roles and responsibilities also apply:

6.1 Individuals Enrolled in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues

All individuals identified as requiring enrollment in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues are responsible for:

- Adhering to the occupational health screening requirements;
- Completing the required vaccination, titer check and/or booster shots and providing documentation of immunization and/or protective titers to the Occupational Health Program Coordinator before beginning to handle human blood, bodily fluids and/or tissues;
- Completing all required training before beginning to handle human blood, bodily fluids and/or tissues;
- Being aware of and following the post-exposure procedure;
- Reporting any exposure, injury, near-miss, or illness that may be associated with the handling of human blood, bodily fluids and/or tissues to their Supervisor, and submitting an Injury/Near-Miss Report Form (EHS-FORM-042) as soon as possible, as per the University's Policy on Injury Reporting and Investigation (VPS-42);
- Reporting to the Occupational Health Physician any medical or health condition (e.g. immunosuppressive medications, pregnancy, or illnesses that could compromise immune status) or change in medical or health condition that could potentially change their risk if exposed to a bloodborne pathogen; and
- Consulting with their physician, a physician through Health Services, or the Occupational Health Physician regarding concerns related to handling human blood, bodily fluids and/or tissues, the occupational health screening requirements or post-exposure procedures.

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Individuals identified as requiring enrollment in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues who wish to refuse vaccination, prior to beginning to work with human blood, bodily fluids or tissues, are responsible for:

- Meeting the Occupational Health Physician;
- Signing the Hepatitis B Vaccination Declination Form (OHP-FORM-001); and
- Submitting the signed declination form to the Occupational Health Program Coordinator.

6.2 Supervisors and Principal Investigator

Supervisor and Principal Investigators are responsible for:

- Submitting to EHS a Biohazard Permit Application for all activities involving human blood, bodily fluids and/or tissues;
- Participating in the risk assessment conducted by the Biosafety Officer;
- Identifying individuals requiring Occupational Health;
- Complying with all requirements, including Occupational Health, stated on the Biosafety Permit;
- Ensuring that all individuals under their responsibility have been informed about the potential risks of working with human blood, bodily fluids and/or tissues and the required safety measures to be implemented, including potential routes of exposure, consequences of exposure (e.g. hepatitis B or C viruses or HIV infection) and the post-exposure procedure;
- Ensuring occupational health requirements are met for all individuals under their responsibility before allowing them to work with human blood, bodily fluids and/or tissues;
- Assuming all costs associated with this procedure, with the exception of the Hepatitis B vaccination, which are provided free from Health Services;
- Ensuring all required training is completed before work commences, including knowledge of procedures involving the handling of human blood, bodily fluids and/or tissues;
- Providing all required personal protective equipment (PPE) and safety equipment;
- Reporting to the Occupational Health Program Coordinator, Biosafety Officer or Occupational Health Physician, any medical or health condition (e.g. immunosuppressive medications, pregnancy, or illnesses that could compromise immune status) or change in medical or health condition that individuals have self-identified that could potentially change their risk if exposed to a bloodborne pathogen, including mitigating strategies that could be instituted. A medical recommendation from the Occupational Health Physician may be required; and
- Reporting any exposure, injury, near-miss, or illness that may be associated with the handling of human blood, bodily fluids and/or tissues to the Occupational Health Program Coordinator and/or Biosafety Officer, and submitting an Injury/Near-Miss Report Form (EHS-FORM-042) as soon as possible, as per the University's Policy on Injury Reporting and Investigation (VPS-42).

6.3 Health Services

Health Services is responsible for:

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- Providing Hepatitis B vaccinations at no cost to all Members of the University Community enrolled in the Occupational Health Program for Work Involving Human Blood, Bodily Fluids and Tissues; and
- Providing access to a physician (general practitioner) for consultation regarding changes in health status that could increase risk of exposure or disease susceptibility.

6.4 Environmental Health & Safety

Environmental Health & Safety is responsible for:

- Ensuring the services of an Occupational Health Physician are available for consultation, when required by the Occupational Health Program Coordinator, the Biosafety Officer or any individual identified as requiring enrollment in the Occupational Health Program for Work Involving Human Blood, Bodily Fluids and Tissues.

6.5 Occupational Health Physician

The Occupational Health Physician is responsible for:

- Being available for consultation, when required, by the Occupational Health Program Coordinator, the Biosafety Officer or any individual identified enrolled or requiring enrollment in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues;
- Assisting in the identification of target populations for enrolment in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues;
- Providing medical expertise for any individual who reports exposure, injury, near-miss, or illness that may be associated with the handling of human blood, bodily fluids and/or tissues.

6.6 Occupational Health Program Coordinator (EHS)

The Occupational Health Program Coordinator is responsible for:

- Coordinating the enrollment of individuals in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues, in collaboration with Health Services, the Biosafety Officer and the Occupational Health Physician;
- In collaboration with the Biosafety Officer, responding promptly to any reported exposures, injuries, near-miss, or illness that may be associated with the handling of human blood, bodily fluids and/or tissues; and
- Maintaining and preserving the confidentiality of all records pertaining to vaccination and immune status.

6.7 University Biosafety Committee

The University Biosafety Committee is responsible for reviewing this procedure periodically and recommending changes.

6.8 Biosafety Officer

The Biosafety Officer is responsible for:

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- Determining degrees of exposure and identifying the target populations for enrolment in the Occupational Health Program due to their exposure or potential exposure to human blood, bodily fluids and tissues, in consultation with the Occupational Health Physician; and
- Conducting investigations for all reported exposures, injuries, near-misses, or illnesses that may be associated with the handling of human blood, bodily fluids and/or tissues.

7. Signature

This SOP requires the following approvals:

Pietro Gasparrini

June 1, 2017

Director

Environmental Health & Safety

Signature

Date

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