

**Department of Animal Sciences
Employee Health and Safety Information**

At OSU, employee health and safety is a primary concern. As a result, Employee Health Services, Environmental Health and Safety, and the Office of Responsible Research Practices require training and health monitoring, dependent on the job responsibilities, to protect not only the employee, but also research subjects (both human and animal). This document includes training and health registration requirements for employees, and a checklist is provided below to help with deciding which requirements are applicable to you. Refer to the documentation that follows the checklist for detailed instructions regarding each requirement (alphabetical listing). **If you have any questions, please do not hesitate to contact the department safety coordinator or other safety personnel listed at the end of this document.**

All employees (faculty, staff, graduate students, undergraduate students) are required to do the following (see the documentation that follows for detailed instructions):

- Occupational Health Registry (updated annually)
- Hazard Communication Training (CRF 1910.1200) **or** Lab Standard Training (see below)
- Building Emergency Action Plan (BEAP) Training
- Employee Accident Report (**only as needed in the event of an accident**)

Employees working with animals in any capacity (animal care, teaching, research, and outreach [e.g., 4-H, FFA, etc.]) are required to do the following:

- Animal Usage Orientation Training and Occupational Health and Safety Training: requirement is satisfied by the CITI Program entitled “Working with the IACUC” (renewed every 3 years)

Employees who are listed personnel on an IACUC animal use protocol or SMP are required to do the following (see the documentation that follows for detailed instructions):

- Animal Usage Orientation Training and Occupational Health and Safety Training: requirement is satisfied by the CITI Program entitled “Working with the IACUC” (renewed every 3 years)
- Occupational Health Registry (updated annually)
- Conflict of Interest (COI) Screening/Disclosure Form (updated annually and as needed)

Employees working in a laboratory in any capacity (Principal Investigators, Laboratory Personnel, Graduate and Undergraduate Student Laboratory Assistants, Undergraduate Research Interns) are required to do the following (see the documentation that follows for detailed instructions):

- Laboratory Standard Training
- Laboratory-specific Training including Standard Operating Procedures and BSL2 (as needed)
- Radiation Safety Short Course and Laboratory-specific RAM Training (as needed)

Employees working with human subjects in any capacity (including interviews, surveys, web questionnaires, observations, data collection in both behavioral and social sciences as well as biological sciences, etc.) are required to do the following (see the following documentation for detailed instructions):

- Human Subjects Education

Employees or students operating agricultural tractors as a condition of employment or as a course requirement:

- Tractor Operating Training
- Operator proficiency evaluation by supervisor

Animal Usage Orientation Training and Occupational Health and Safety Training

Refer to the *Office of Responsible Research Practices, Animal Care and Use, Study Team Requirements*, for information regarding *Animal Usage Orientation Training and Occupational Health and Safety Training*.

<http://orrrp.osu.edu/iacuc/study-team-requirements/>

Each individual involved in an Animal Use Protocol must obtain a basic level of competency in animal use and care and in the use of hazardous biological agents and materials associated with animal use. The online course that satisfies this requirement, [Working With the IACUC](#), is provided by the Collaborative Institutional Training Initiative (CITI) Program at the University of Miami. This training must be updated no less than every three years. To complete the online course, an aggregate score of at least 80% must be obtained on the course quizzes.

Note the additional requirements required of individuals involved in an Animal Use Protocol and those working with animals or animal tissues and fluids that are listed under ***Training requirements for all study team members***.

Building Emergency Training

Building Emergency Training provides an overview of the University wide plan describing what to do in the event of an emergency. Topics covered in the tutorial include evacuation plans, severe weather emergencies, fires, bomb threats, utility outages, and workplace violence. This is a one-time, online training, required for all OSU employees.

The online course is available through The Office of Environmental Health and Safety at:

ehs.osu.edu (Select Training)
or use the direct link to the training page: <https://ehs.osu.edu/training>

From this page, select: **Occupational Health & Safety Training**, then scroll down to **Building Emergency Action Plan, OSU-BEAP**, and complete the course as instructed. Click the “Take this Course” button. You will then be prompted to login using your OSU login (username and password).

When you have successfully completed the tutorial and quiz, print your training record and turn it in to your supervisor. Safety training records are retained in the on-line EHS database and in the laboratory or unit.

Note: Building Emergency Action Plans, BEAP, have been developed for each building. Please become familiar with the plan for your building. Find the plans on the Animal Sciences website (Intranet login required): ansci.osu.edu, or see the Building Coordinator for your building. Each laboratory supervisor should have an electronic or printed copy available in the lab.

Employee Accident Reporting

The Employee Accident Report, Blood/Body Fluid Exposure Addendum, and Supervisor Accident Analysis Report must be completed for every work-related accident or illness. The form can be accessed through Human Resources at:

<https://hr.osu.edu/wp-content/uploads/form-accident-report.pdf>

Follow the instructions that precede the Employee Accident Report form. The instructions include information regarding sites for treatment of work related injuries, employee and supervisor responsibilities, and directions for report submission.

(Submit copies to: (1) Integrated Absence Management and Vocational Services: Fax: **614-688-8120** or email: accidentreport@osu.edu , (2) Supervisor/Department – see below, (3) Injured Employee.)

If possible, employees should take an Employee Accident Report form with them when seeking medical treatment and retain the completed report following treatment.

Worker’s compensation provides coverage for medical expenses and compensation for loss of pay resulting from absences due to work-related injuries or illness.

<https://hr.osu.edu/benefits/workers-compensation/>

Hazard Communication Training (CFR 1910.95)

This training provides an overview of the OSHA Hazard Communication Standard as it relates to occupational exposure to hazardous chemicals in the workplace. This is a one-time training, offered online, and required for all OSU employees, EXCEPT those employees working in laboratory environments.

The online course is available through The Office of Environmental Health and Safety at:

ehs.osu.edu (Select Training)

or use the direct link to the training page: <https://ehs.osu.edu/training>

From this page, select: **Occupational Health & Safety Training**, then scroll down to **Hazard Communication (CFR1910.95)**, and complete the course as instructed. Click the “Take this Course” button. You will then be prompted to login using your OSU login (username and password).

When you have successfully completed the tutorial and quiz, print your training record and turn it in to your supervisor. Safety training records are retained in the on-line EHS database and in the laboratory or unit.

Human Subjects Education

All investigators and key personnel who participate in the design, conduct, and/or reporting of human subjects research (including exempt research) must be appropriately trained in the protection of human subjects. The university uses the Collaborative Institutional Training Initiative (CITI) web-based human research courses to satisfy this requirement for faculty, staff, and students involved in human subjects

research. Initial and continuing education (every 3 years) are required as explained below. Training must be completed prior to receiving initial or continuing IRB review of research. To access online training, go to the Office of Responsible Research Practices

<http://orrrp.osu.edu/>

Select **Human Subjects**, and then **Training Requirements** in the drop-down menu. Under “Human Subjects Protection - CITI” select, **Human Subjects Protection Training**. On the right side of this page is a link to CITI Access Instructions. Follow the directions provided. Course users enter the CITI program using their Ohio State Internet username (last name.#) and password.

New Users: The **Basic Human Research Course** is required for investigators and key personnel who have not previously completed a CITI human research course. There are two educational tracks for the Basic Human Research Course: Biomedical Research or Social and Behavioral Research. To receive maximal benefit, you should choose the track most closely related to the research in which you are involved. Each track contains up to 16 required modules and several optional modules. Each module may take from 10 to 30 minutes to complete, and most contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the Basic Human Research Course. If you have not previously completed the Basic Human Research Course, taking a refresher course will not satisfy the training requirement.

Returning Users: Continuing education in human subjects protection is required every three years. CITI will automatically choose the course (Refresher Course 1, Refresher Course 2, or Basic Human Research Course) returning users need to take.

Each refresher course takes an average of 2 hours to complete. Most modules contain a quiz. The modules do not have to be completed all in one login session. A minimum aggregate score of 80% is required to pass the courses. Continuing education courses are available 90 days before expiration.

For more information, see: <http://orrrp.osu.edu/irb/training-requirements/citi/>

Note: **To meet the OSU requirements, the CITI Basic Course in Biomedical or Social and Behavioral Research must be completed even if you have previously completed other human subjects training (e.g., NIH).** To learn more about CITI Courses visit www.citiprogram.org

Laboratory Standard Training

Lab Standard Training Online provides basic training for the OSHA Laboratory Standard (CFR 1910.1450). It is a one-time, required, online training for all employees engaged in the laboratory use of hazardous chemicals. Included in the training are definitions of hazardous chemicals, description and purpose of the Chemical Hygiene Plan, rights and responsibilities under this standard, definitions and terminology, introduction to Safety Data Sheets (SDS), labeling and posting requirements, emergency and safe working procedures, use of containment devices, monitoring exposure, laboratory hygiene, and personal protective equipment.

The online course is available through The Office of Environmental Health and Safety at:

ehs.osu.edu (Select Training)

or use the direct link to the training page: <https://ehs.osu.edu/training>

From this page select: **Research /Biosafety Training**, then scroll down to **Laboratory Standard (CFR 1910.1450)**; click the “Take this Course” button. You will then be prompted to login using your OSU login (username and password).

When you have successfully completed the tutorial and quiz, print the certificate of completion, sign and date the certificate, and turn it in to your supervisor. Safety training records are retained in the EHS database and in the laboratory.

Biosafety Level 2 (BSL2) training is a one-time, required online training program for all individuals working in a BSL2 laboratory, even if they do not handle Risk Group 2 biohazards. Everyone working in a BSL2 laboratory should be aware of the potential risks that may be encountered in the lab. The training gives a basic introduction to hazard awareness, facility requirements, personal protective equipment and practices and procedures necessary for working in a BSL2 laboratory. The training can be accessed by selecting **Biosafety Level 2 (BSL2)**, and complete the course as instructed.

Occupational Health Registry

As a component of the Occupational Health Program (refer to <http://orrrp.osu.edu/iacuc/occhealth/>) faculty, staff and students involved in an Animal Use Protocol or with research specific animal or animal tissue exposure are required to enroll in the Occupational Health Program by completing an initial online questionnaire, the **Occupational Health Registry**. The Occupational Health Registry is a risk assessment form that is evaluated by Environmental Health and Safety to determine if there may be a need for the employee to be seen by Employee Health Services or Wilce Student Health Services to monitor health. The form is simple to fill out, requires only a few minutes of time.

Under *Registration*, select **Occupational Health Online Registry** and follow the prompts. You will be asked to login using your OSU Username (e.g., doe.1) and your internet password. Once you have entered the secure website, click on “Register” and you will be directed to the form. Click the “Complete” button to finish. Your supervisor will be notified that your form is ready for review. When the review is complete and the supervisor approves what you have submitted, your registry will be sent for assessment. You will then be contacted by e-mail as to the next step required. The registry is updated annually. You will be notified by e-mail to update the registry.

Radiation Safety Training

Successful completion of this course, along with completion of the site-specific in-laboratory training provided by each approved supervisor, is required to obtain authorization to use radioactive materials at The Ohio State University. All individuals seeking status as an approved supervisor for the use of radioactive materials or individuals seeking status as a user of radioactive materials are required to participate in this course, even if you have successfully completed a similar course at another institution. The Radiation Safety Short Course is also required for any individual working in a laboratory posted for the use of radioactive material, whether or not they are handling radioactive material. The online course is available through The Office of Environmental Health and Safety at:

ehs.osu.edu (Select Training)

or use the direct link to the training page: <https://ehs.osu.edu/training>

From this page select: **Radiation Safety Training**, then scroll down to **Radiation Safety Short Course**; click the “Take this Course” button. You will then be prompted to login using your OSU login (username and password).

When you have successfully completed the tutorial and quiz, print the certificate of completion, sign and date the certificate, and turn it in to your supervisor. Safety training records are retained in the EHS database and in the laboratory.

Tractor Operator Training and CFAES Agricultural Tractor Safety Policy

The Ohio State University CFAES Agricultural Tractor Safety Program applies to all OSU CFAES employees who operate and/or are responsible for agricultural tractors. The Occupational Safety and Health Administration (OSHA) has established rules and guidelines for the protection of workers and facilities relating to agricultural tractors in 29 CFR 1910, *General Industry*, and 29CFR 1928, *Occupational Safety and Health Standards for Agriculture*.

The online course is available through The Office of Environmental Health and Safety at:

ehs.osu.edu (Select Training)

or use the direct link to the training page: <https://ehs.osu.edu/training>

From this page select: **Other Online Training**, then scroll down to **Tractor Operator Training**; click the “Take this Course” button. You will then be prompted to login using your OSU login (username and password).

When you have successfully completed the tutorial and quiz, print the certificate of completion, sign and date the certificate, and turn it in to your supervisor. Safety training records are retained in the EHS database and in the laboratory.

The supervisor will administer the **operator proficiency evaluation**.

NOTE:

1. In addition to the required training discussed above, the EHS Training site has a number of additional on-line tutorials and in-person training programs that can be very useful for supplementing site-specific safety training needs. Please take note of the available training under each category, and utilize the materials as needed.

2. Technical recommendation. Running training modules in Chrome is not recommended. EHS currently recommends using Firefox, IE, or Edge.

Health and Safety Contacts:

Columbus Safety Committee, Chair

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Primary department contact for animal handling, animal use, occupational health and safety, biosecurity and zoonosis, and abattoir and meat processing safety operations.

Department of Animal Sciences Research Safety Coordinator (Columbus)

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<https://agsafety.osu.edu/programs/cfaes-osha>

OARDC Wooster Campus EHS, ATI, and OARDC Research Stations

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ehs.osu.edu

OSU University Health Services

614-293-8146

University Hospital Clinic, McCampbell Hall, 2nd floor; 1581 Dodd Drive

Public Safety Administration and University Police

614-247-6300

<https://dps.osu.edu>

<http://emergency.osu.edu/>

Emergency: Dial 9-1-1

Non-Emergency: 614-292-2121

Service2Facilities

614-688-HELP (4357)

Human Resources: hr.osu.edu

Office of Responsible Research Practices: orrrp.osu.edu