Introduction

This Policy pertains to all research and teaching activities on and off campus that may put Academic Staff Members, Staff, Students, and University Community Members at risk of being exposed to biologically hazardous materials or organisms. Exposure to biologically hazardous substances can compromise the health and well-being of an individual and may cause disease or illness. The University of Regina is registered under the Public Health Agency of Canada’s Human Pathogen and Toxin Act (HPTA) which establishes authority to govern human pathogens and toxins in Canada. The HPTA regulations are currently under development and will be implemented under the authority of this Act.

Policy Statement

The University of Regina is committed to protect the health and safety of all members of the University community and the environment from the effects of biologically hazardous materials or organisms. This will be achieved by:

a) Meeting legislative requirements for all safe use, storage, transfer, and disposal of biologically hazardous and non-hazardous materials or organisms;
b) Ensuring concerned parties are aware of their responsibilities;
c) Developing and implementing written procedures to establish appropriate controls that eliminate or minimize potential exposures to infectious agents; and
d) Ensuring all participants have an informed understanding of the hazards and provide their consent to the means of eliminating or minimizing them.
Scope and Application

This Policy and related Procedures apply to Academic Staff Members, Staff, Students, or University Community Members who are engaged in research or teaching activities involving biologically hazardous and non-hazardous materials or organisms.

Definitions

**Academic Staff Members** are the Faculty, Librarians, Laboratory Instructors, Instructors, and Sessionals at the University of Regina.

**Administrator** means senior administration of the university, including the Vice-President (Administration), Deans, and Directors.

**Biohazard** is an organism or material derived from an organism that poses a threat to human health.

**Biosafety** is the maintenance of safe and healthy conditions in biological research to prevent harm to workers, nonlaboratory organisms, and the environment.

**Biosafety Officer** is the individual designated by the Vice-President (Administration) to oversee the University Biological Safety Program and procedures.

**Supervisor** means a person who is authorized by the University to oversee or direct the work of employees or students, including, but not limited to, Deans, Directors, Department and Unit Heads, Academic Staff Members, and Managers.

**University Community Member** is all persons associated with the University of Regina, including, but not limited to, the Board of Governors, President, VP’s, AVP’s, Deans, Directors, employees, students, contractors, visitors and volunteers.

Responsibilities

1. **Administrators will:**
   1.1. maintain the Committee responsible for the oversight and administration of this Policy, and ensure the formulation of necessary programs and procedures.
   1.2. provide sufficient personnel and resources for the administration and enforcement of requirements and procedures following this Policy.
   1.3. require that exposures are reported and investigated and take action to prevent a recurrence where it is within their authority and in accordance with the incident reporting procedure.

2. **Supervisors will:**
   2.1. ensure that individuals in their areas of responsibility have been given adequate direction, training, and instruction in the safe performance of activities concerning biological substances and that the activities are performed without undue risk.
   2.2. require the participants to use the appropriate safety equipment and to follow appropriate safety procedures and medical precautions.
2.3. ensure every worker who is at risk of exposure to a biologically hazardous substance has access to the University Health and Safety Policy and the unit’s specific exposure control procedures.

2.4. report substandard conditions or procedures to the Biosafety Officer as necessary and correct such conditions where it is within their authority.

2.5. ensure that all exposure incidents are appropriately treated, if necessary by medical attention, reported to Health, Safety & Environment, investigated, and actions taken to prevent a recurrence in accordance with the incident reporting procedure.

3. Employees & Students will:
   3.1. know and follow all applicable procedures in the University Biosafety Program.
   3.2. undertake any and all appropriate training as determined by their Supervisor and the Biosafety Officer.
   3.3. use appropriate engineering controls and/or personal protective equipment when applicable.
   3.4. immediately report all hazards or unsafe conditions, procedures, or behaviours to their Supervisor.
   3.5. immediately report any exposures to their Supervisors and the Biosafety Officer and if necessary, obtain medical treatment without delay.

4. University Community Members will:
   4.1. follow the directions of all biologically hazardous substance signs or instructions.
   4.2. keep out of areas in which they are not authorized to enter.

Non-Compliance

All individuals are subject to the requirements outlined in these procedures.

Violations of these policies place the University at significant risk and cases of suspected non-compliance will be investigated by the Biosafety Advisory Committee and/or the Biosafety Committee and appropriate actions will be taken. Appropriate actions may include but are not limited to the misconduct procedures as outlined in the Procedures for Reporting and Investigating Scholarly Misconduct.