## 4. Personnel Qualifications and Training

- Institution has established and implemented an effective training program
- Includes professional/management/supervisory personnel
- Includes animal care personnel
- Includes research investigators, instructors, technicians, trainees, students

### Training program content

- Humane practices of animal care (e.g. housing, husbandry, handling)
- Humane practices of animal use (e.g. research procedures, use of anesthesia, pre- & post-operative care)
- Research/testing methods that minimize numbers necessary to obtain valid results
- Research/testing methods that minimize animal pain or distress
- Use of hazardous agents, including access to OSHA chemical hazard notices where applicable

## 5. Occupational Health and Safety of Personnel

### Institutional program for a safe and healthy workplace

- Program is established and implemented
- Covers all personnel who work in laboratory animal facilities
- Based on hazard identification and risk assessment
- Personnel training (e.g. zoonoses, hazards, pregnancy/illness/immunosuppression precautions
- Personal hygiene procedures (e.g. work clothing, eating/drinking/smoking policies)
- Procedures for use, storage & disposal of hazardous biologic, chemical, and physical agents
- Specific procedures for personnel protection (e.g., shower/change facilities, injury prevention)

### Program for medical evaluation and preventive medicine for personnel

- Pre-employment evaluation including health history
- Immunizations as appropriate (e.g. rabies, tetanus) & tests
- Zoonosis surveillance as appropriate (e.g. Q-fever, tularemia, Hantavirus, plague)
- Procedures for reporting and treating injuries, including bites etc.

### Notes:

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*A = acceptable; M = minor deficiency; S = significant deficiency (is or may be a threat to animal health or safety)
Lab Specific Training Checklist

___ Location of the MSU Chemical Hygiene Plan

___ Lab Specific Standard Operating Procedures

___ Location of hazardous chemicals in the lab, employees specific work area and chemical storage in the lab

___ Location of the nearest emergency eye wash station, chemical shower, and activation of each

___ Location of chemical waste containers, use, labeling and compatibility

___ Location of chemical safety goggles and safety glasses

___ Proper eye protection for specific tasks

___ Hazards and proper use of compressed gasses

___ Proper use of laboratory specific equipment

___ Food and beverages are not to be consumed in laboratories. Locations to store lunch, and the appropriate areas to eat have been designated.

___ Proper handling of broken glass, razor blades, needles and syringes

___ Location of MSDS

___ Location and use of spill kits

___ Location of emergency contacts

___ Physical and health hazards specific for work area

___ Personal protective equipment training has been completed.

___ Hazardous chemical labeling system used in the lab

Employee Signature: ________________________________ Department: ________________

Training administered by: __________________________ Date: _____________________