



POLICY

Category: Biosafety and Biosecurity	DISTRIBUTION: Hospital Wide Manuals
Subject: Biosafety Policy	Department: Infection Control Committee
CURRENT EFFECTIVE DATE: June 2016	NEXT REVIEW DATE: June 2019

This policy pertains to all diagnostic, storage, and disposal activities conducted by Stanton Territorial Health Authority (STHA) that may put employees, other persons, or the environment at risk of being exposed to biologically hazardous material or organisms. Exposure to biologically hazardous substances can compromise the health and well-being of individuals and may cause disease or illness.

SPECIAL POINTS

STHA is licensed under the Human Pathogens and Toxins Act (HPTA) which establishes authority to govern human pathogens and toxins in Canada.

DEFINITIONS

Biological Safety Officer: An individual designated for overseeing the facility’s biosafety and biosecurity practices.

Containment Zone: A physical area that meets the requirements for a specified containment area.

POLICY

STHA is committed to “*the best care for everyone*”. This includes protecting the safety of all employees, other persons, and the environment from the effects of the biologically hazardous material it handles. This will be achieved by:

- Meeting the legislative requirements for safe use, storage, transfer, and disposal of biologically hazardous material or organisms.
- Ensuring that affected parties are aware of their responsibilities.

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- Developing and implementing written procedures to establish appropriate controls that eliminate or minimize potential exposures to infectious agents.
 - Ensuring all participants have an informed understanding of the hazards and provide their consent to the means of eliminating or minimizing them.

PROCEDURE

Administrators of the HPTA license will:

- Hold the Infection Control Committee responsible for the oversight and administration of this policy, and ensure the formulation of necessary programs and procedures.
- Ensure that sufficient personnel and resources are provided for the administration and enforcement of the requirements and procedures following this policy.
- Require that exposures are reported and investigated and take action to prevent a recurrence where it is within their authority and in accordance with Hospital Wide Policy [I-0600 Incident Reporting](#).

Managers/Supervisors will:

- Ensure individuals in their area of responsibility have been given adequate direction, training, and instruction in the safe performance of their activities concerning biological substances and the activities are performed without undue risk. This includes the successful completion of Hospital Wide Training Module [I-0710 Infection Control](#).
 - Require the use of appropriate safety equipment and follow appropriate safety procedures and medical precautions. These are described in Hospital Wide Policy [I-0680 Standard and Additional Precautions](#).
 - Ensure every employee who is at risk of exposure to biologically hazardous substances has access to the Stanton Territorial Hospital Biosafety Program Manual and any additional unit specific exposure control procedures.
 - Report substandard conditions or procedures to the Biological Safety Officer in accordance with the Hospital Wide Policy [I-0600 Incident Reporting](#) and correct such conditions where it is within their authority.
 - Ensure all incidents of exposure are appropriately treated, if necessary by medical attention, reported to the Occupational Health and Safety/Infection Control Coordinator and the Biological Safety Officer, investigated and actions taken to prevent recurrence in
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accordance with the Hospital Wide Policy [I-0600 Incident Reporting](#) and Workers' Safety and Compensation Commission requirements.

Employees required to enter areas containing biologically hazardous substances will:

- Know and follow all applicable procedures in the Stanton Territorial Hospital Biosafety Program.
- Undertake any and all appropriate training as determined by their Supervisor and the Biological Safety Officer.
- Use appropriate engineering controls and/or personal protective equipment, when applicable.
- Immediately report all hazards or unsafe conditions, procedures, or behaviors to their Supervisor.
- Immediately report any exposures to their Supervisors and the Biological Safety Officer and, if necessary, obtain medical treatment without delay.

All other individuals will:

- Follow the directions of all biologically hazardous substance signs or instructions.
- Respect designated restricted entry areas.

Non-Compliance

All individuals accessing the Containment Zones are subject to the responsibilities outlined above.

Violations of these responsibilities place Stanton Territorial Hospital, employees, the environment and the non-compliant individual at significant risk. Cases of suspected non-compliance will be investigated by the Manager/Supervisor of the area, in consultation with the Biological Safety Officer and the Occupational Health and Safety/Infection Control Coordinator. Findings will be discussed during the Biosafety section of the next Infection Control Meeting and appropriate actions will be determined. These actions may include but are not limited to written recommendations that disciplinary action be taken. Non-STHA persons may be subject to removal from the facility, medical surveillance, and depending on the actions taken in the containment zone consequences up to and including legal action.

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6. University of British Columbia Risk Management Services (Biosafety). (2012). *Biological Safety Training Manual*. (S. Thomson, Ed.) Vancouver, Canada: University of British Columbia Risk Management Services (Biosafety).
7. University of Regina. (2012). *Biosafety Program*. Regina, Canada: University of Regina.

Reviewed and approved by:



Chief Executive Officer (signed and dated)

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