 McMaster University Risk Management Manual	RMM # 601 Title: Hepatitis B Policy	Date: June, 2008 Page: 1 of 2
Submitted: Biosafety Committee	Approved: Karen Belaire Vice President, Administration	Authorized: Dr. Peter George President and Vice-Chancellor

1 PURPOSE

To protect employees, students and the community from the risks associated with Hepatitis B through inadvertent exposure due to accidents or to planned research.

Approval must be sought from the Presidential Biosafety Advisory Committee prior to the start of any work involving the use of biological agents.

2 SCOPE

2.1 This policy applies to all employees, students and volunteers with McMaster University.

3 RELATED DOCUMENTS

- 3.1 Universal Precautions
- 3.2 *Canada Immunization Guide*
- 3.3 Occupational Health and Safety Act
- 3.4 *Laboratory Biosafety Guidelines*, Health Canada, 3rd edition, 2004

4 DEFINITIONS

4.1 **Hepatitis B:** a viral infection that can cause chronic liver disease, vaccine preventable.


5 RESPONSIBILITIES

5.1 Supervisors have the responsibility to ensure that documentation is available to make workers aware of the hazards of Hepatitis B and to develop procedures to prevent accidental exposure.

Supervisors have the responsibility to ensure that their staff, students, and volunteers work within the policies, guidelines and approval conditions as set out.

Supervisors have the responsibility to ensure that all research involving biohazards has obtained approval through the appropriate committee.

5.2 Workers have the responsibility to work within the procedures as set out by their supervisors.

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- 5.3 The Presidential Biosafety Advisory Committee has the responsibility to review the documentation presented and provide guidance based on the *Laboratory Biosafety Guidelines*.

6 PROCEDURES

- 6.1 **Research Staff, Student Health Services, First Aiders, Security Services;** that is, any staff handling or potentially exposed to human blood, body fluids or extracts thereof:
- Staff must be informed of the risks associated with Hepatitis “B” and other blood borne diseases and must receive training in and must practice Universal Precautions.
 - It is strongly recommended that individuals receive immunization and those individuals choosing not to be immunized should indicate so in a written note of informed decline.
- 6.2 **Students and faculty in programs such as MD, RN, OT, PT, Midwifery and post graduate students in these disciplines;** that is, anyone training in health sciences or patient contact disciplines, thus handling or potentially exposed to human blood or body fluids:
- Immunization may be an entrance requirement for some programs and should be strongly recommended for the other programs. Those individuals choosing not to be immunized should indicate so in a written note of informed decline.
 - Students must be informed of the risk associated with Hepatitis “B” and other blood borne diseases and must receive training in and must practice Universal Precautions.
- 6.3 **Custodial staff, trades people, office staff and most students and faculty;** that is those individuals whose risk of exposure to human blood or body fluid is considered to be low:
- Information and training on Universal Precautions is to be available and must be implemented when appropriate. Immunization to Hepatitis B should be available.
- 6.4 For staff and volunteers, each department or program is required to bear the cost of immunization. Staff at risk cannot be denied immunization due to financial consideration.
- Students requiring immunization as an entrance condition, bear the cost of the vaccine, however, student health services are supplied by the University.

7 RECORDS

- 7.1 Records are to be kept by each department and by the direct supervisor for due diligence purposes.