

St. Michael's

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Introduction

This document will set out the roles and responsibilities of the 4 primary parties involved in research work with potentially biohazardous materials at St. Michael's Hospital.

Associated Procedure

Research Biosafety Committee

At the beginning of the current biosafety program all groups performing research at KRCBS were required to hold a valid biosafety permit. Groups self-declared any potentially hazards held, the locations where they are stored and what measures are taken to mitigate risks. Permit applications were reviewed by the **Research Biosafety Committee (RBC)**, whose task it is to perform risk assessments. The composition of the committee allows for an all-encompassing level of assessment and includes radiological and chemical hazards. This was done in part due to the unique nature of biological research work (as opposed to the clinical setting) and the need for those performing assessments to have a “hands-on” understanding of the risks. The RBC has the following roles and responsibilities:

- Review and approval of Biosafety permits
- Develop and promote safe working practices for all researchers
- Provide oversight of the biosafety program at St. Michael's
- Under the authority of the Chair of the RBC, to withdraw a biosafety permit, after its deemed that work being conducted by a group poses a biosafety hazard and requires that work be immediately ceased

Biosafety Officer

The Biosafety Officer is a member of Research Biosafety Committee involved in the development of internal policies and procedures, communicating these to the research community and monitoring compliance with them. The Biosafety Officer is responsible for the administration of the Biosafety Program on a day-to-day basis:

- Representing the Hospital externally on matters related to biosafety
- Interpreting Biosafety standards and guidelines and where appropriate recommending containment equipment, policies and procedures required to achieve compliance
- Provide guidance and information related to compliance with applicable regulations
- Providing technical assistance on safety procedures and equipment to Research community and Research Biosafety Committee
- Provide Biosafety training to new workers

Principal Investigators

The primary responsibility for the safety of workers, members of the public and the environment lies with the Principal Investigator (PI) in charge of the research within a group. PIs are required to be familiar with, follow, and ensure that all researchers workers within their group follow the procedures outlined in this policy. In particular, Principal Investigators are responsible for:

- Applying for and renewing biosafety permits (either in person or through a designate)
- Ensure, where appropriate, that equipment requiring certification is tested
- Promote safe working practices within their labs
- Distributing new and relevant biosafety information to laboratory staff
- Ensure that all persons working under their supervision have had appropriate training to perform their job safely (job specific training). They must also ensure that all workers have had the appropriate training to work safely with potentially hazardous biological materials
- Ensure that workers consult with Corporate Health and Safety if group is working with agents that may require immunizations or a surveillance program for workers
- Ensure that workers have access to and utilise properly, Personal Protective Equipment and Standard Operating Procedures
- Ensuring that a records are kept of biohazardous material being brought on site
- Participating in accident investigations and promoting the reporting of incidents within the laboratory

Wet Bench Researchers

- Follow all safety procedures and guidelines

- Wear protective equipment
- Report any incidents that they witness
- Participate in medical surveillance programs when appropriate

References

Occupational Health and Safety Act 1990

Canadian Biosafety Standards and Guidelines 1st. Ed 2013

Human Pathogens and Toxins Act 2009

Revision Number

Contact

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