



UNIVERSITY OF MANITOBA POLICY

Policy:	BIOSAFETY
Effective Date:	March 17, 2009
Revised Date:	June 26, 2020
Review Date:	June 26, 2030
Approving Body:	Administration: President
Authority:	<i>The Human Pathogens and Toxins Act (Canada)</i> <i>The Human Pathogens and Toxins Regulation (Canada)</i> <i>The Dangerous Goods Handling and Transportation Act (Manitoba)</i> <i>The Workplace Safety and Health Act (Manitoba)</i> Canadian Biosafety Standard 2 nd edition 2015 City of Winnipeg Waste By-Laws <i>The Transportation of Dangerous Goods Act, 1992 (Canada)</i>
Responsible Executive Officer:	Vice-President (Administration) and Vice-President (Research and International)
Delegate:	Chief Risk Officer and the Associate Vice-President (Research)
Contact:	Biological Safety Officer
Application:	Faculty/School Councils; Students; Contractors and Suppliers; All Employees; Visitors

Part I Reason for Policy

- 1.1 To identify the University of Manitoba's responsibility and accountability for the safe and secure use of Biological Agents in teaching and research laboratories in order to protect the public, environment, students, academic and support staff, and visitors to the campus from adverse effects related to the use of Biological Agents.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this Policy and the Procedure:
- (a) **“Biological Agents”** shall refer to any live or unfixed Risk Group 1-4 agents which affect humans, animals, plants or insects and can include, viruses, bacteria, mycoplasmas, protozoa, helminths, prions, molds, fungi, biological toxins, allergens, algae, recombinant DNA molecules, cells, human and animal tissues, human and animal tissue cultures or any other biological material used or stored at the University of Manitoba.
 - (b) **“Biological Safety Officer”** means a person appointed by EHS to fulfill the role and responsibilities of a Biological Safety Officer.
 - (c) **“Biological Worker(s)”** refers to a person or persons working with or otherwise using Biological Agents under the supervision of a Program Permit Holder and who is/are listed on the supervisor’s Program Permit.
 - (d) **“Biosafety”** shall refer to the safe use and storage of biological agents to prevent workers, students or other persons from exposure to Biological Agents.
 - (e) **“Biosafety Manual”** means a document produced by the Biosafety Program which is intended to guide permitted users, Biological Workers and other affected members of the University Community in the safe and secure operation of permitted facilities according to the University of Manitoba Biosafety Policy and Procedure.
 - (f) **“Biosafety Program”** refers to the administrative oversight program in place at the University of Manitoba to facilitate the safe and secure use of Biological Agents and technologies used to propagate Biological Agents by the University of Manitoba. It is documented in the University of Manitoba Biosafety Policy, Biosafety Procedure, Biosafety Manual and Human Pathogens and Toxins Act License.
 - (g) **“Biosecurity”** shall refer to the measures taken to prevent the theft, loss and intentional misuse of biological agents and technologies used to produce and enhance the pathogenicity of biological agents.
 - (h) **“Committee”** means the Biosafety Committee established and maintained by the University of Manitoba pursuant to the Biosafety Policy and Procedure. The Committee shall be comprised of members of the University community and stakeholders knowledgeable in the safe use of biological materials, agents and other sources of biological hazards. A representative

number of Committee members shall also have a research background working with biological materials.

- (i) **“EHS”** means the Environmental Health and Safety unit at the University of Manitoba.
- (j) **“Exposure”** shall refer to a workplace incident which results in direct contact with skin, mucosal membranes or by inhalation, ingestion or injection by a worker, student or other person with a biological agent
- (k) **“Facility Certification”** means a Biosafety Facility Certification issued by the Biological Safety Officer or their designate and is intended to register the Facility Certification Holder’s handling, storage and waste disposal facilities, staff, biosafety equipment and to establish the appropriate containment level for those facilities.
- (l) **“Facility Certification Holder”** means a person who holds a Facility Certification approved by the Biological Safety Officer or designate.
- (m) **“Generic Biosafety Training”** means safety training designed to teach Biological Workers the basic or core concepts and practices of biosafety.
- (n) **“Generic Biosafety Refresher Training”** means safety training designed to update Biological Workers on the basic or core concepts and practices of biosafety taught in outdated versions of Generic Biosafety Training.
- (o) **“Program Permit”** means a Biosafety Program Permit issued by the Chair of the Biosafety Committee and is intended to document the permit Holder’s biosafety and biosecurity risk assessment for work in facilities owned or directly controlled by the University of Manitoba or in which there is a formal agreement in place where the University of Manitoba is specifically committed to provide Biosafety services.
- (p) **“Program Permit Holder”** means a person authorized by the University of Manitoba and named on a Program Permit as the responsible party.
- (q) **“Site Specific Biosafety Training”** means detailed training on the safe use of specific Biological Agents and procedures established and provided by the Program Permit Holder in a facility.

Commitments and Objectives of this Policy

2.2 The University of Manitoba is committed to:

- (a) Complying with the *Human Pathogens and Toxins Act* SC 2009, c 24 and Regulation SOR/2015-44, Canadian Biosafety Standard 2nd edition 2015, *The Workplace Safety and Health Act* C.C.S.M. c. W210, and all other

applicable federal, provincial and municipal legislation with respect to the procurement, use, storage, transfer and disposal of all Biological Agents;

- (b) Prevention of exposure to Biological Agents by all staff, students and members of the public from the use of Biological Agents is the primary concern; achieved by the control measures outlined in the University of Manitoba Policy and Procedures including training, risk assessment, controls, oversight and any other measures necessary and reasonably achievable;
- (c) Ensuring a high standard of biosafety and biosecurity is maintained at all times in the work and learning environment.

Implementation and Responsibilities

- 2.3 The University of Manitoba has established and will maintain a Biosafety Committee which shall:
 - (a) Have the mandate and authority specified by the Biosafety Procedure;
 - (b) Have the duties and responsibilities specified by the Biosafety Procedure; and
 - (c) Be appointed by and report to the Associate Vice President (Research).
- 2.4 The University of Manitoba Biosafety Program has been developed and shall be maintained to ensure an effective administrative oversight plan is in place to meet regulatory requirements.
- 2.5 The University of Manitoba shall designate a Biological Safety Officer and/or Officers. The Biological Safety Officer shall be responsible to the University of Manitoba Chief Risk Officer for administering the Biosafety program, providing advice, guidance, technical support, and ensuring that Biosafety Program Permit Holders and Biological Workers are aware of their responsibilities to comply with the Biosafety Policy and Procedure.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Research) that a formal review of this Policy is required.
- 3.2 The Associate Vice-President (Research) and Chief Risk Officer are responsible for the implementation, administration, interpretation and review of this Policy.
- 3.3 All employees, students and external parties are responsible for complying with this Policy.

Part IV
Authority to Approve Procedures

- 4.1 The Vice-President (Research and International) and Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V
Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is June 26, 2030.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Research and International) and Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI
Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) Biological Safety Policy (dated March 17, 2009);
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Health and Safety Policy](#)
 - (b) [Biosafety Procedure](#)
 - (c) [The Dangerous Goods Handling and Transportation Act \(Manitoba\)](#)
 - (d) [The Workplace Safety and Health Act \(Manitoba\)](#)
 - (e) [Canadian Biosafety Standard](#)
 - (f) [Human Pathogens and Toxins Act \(Canada\)](#)
 - (g) [Human Pathogens and Toxins Regulation \(Canada\)](#)
 - (h) [Health of Animals Act \(Canada\)](#)
 - (i) [Health of Animals Regulation \(Canada\)](#)
 - (j) [Federal transportation and importation legislation](#)
 - (k) [City of Winnipeg Waste By-Laws](#)
 - (l) [Transportation of Dangerous Goods Act, 1992 \(Canada\)](#)