



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	Immunization Standard
Parent Policy:	Health and Safety
Effective Date:	May 23, 2006
Revised Date:	
Review Date:	May 23, 2016
Approving Body:	Administration: President
Authority:	Policy: Health and Safety
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Director of Environmental Health and Safety
Application:	Students, All Employees

Part I Reason for Procedure

To set out Procedures secondary to the Policy: Health and Safety, in conjunction with the need to ensure that University of Manitoba laboratory staff and students are protected from occupational exposure to vaccine-preventable potentially infectious diseases while working with or near animal or human blood/body fluids or other human pathogens at any research or clinical laboratory or animal care facility work site.

Part II Definitions

For the purposes of these Procedures only:

- 2.1 Laboratory staff shall include those persons employed by the University of Manitoba working in a clinical or research laboratory and animal facility work site,

and occupationally at risk of exposure to vaccine-preventable potentially infectious diseases.

2.1.1 This will include University of Manitoba maintenance personnel (caretakers, trades who as part of their job duties enter laboratories) and animal handlers as appropriate.

2.1.2 To verify an individual's employment status, please consult with Human Resources Services.

2.2 Student shall be defined as a person who is engaged in academic study with the University of Manitoba for whom a period of experience in a clinical or research laboratory or animal care facility work site is a requirement of their educational program or volunteer experience and where they are at risk of exposure to vaccine-preventable potentially infectious diseases.

2.2.1 To verify an individual's student status, please contact the Registrar's Office.

2.3 Clinical and research laboratory and animal care facility work sites include, but are not limited to, all laboratories in University of Manitoba owned buildings, affiliated University of Manitoba laboratory work sites in CancerCare Manitoba, Health Sciences Centre and Institutes, National Research Council of Canada, Cadham Provincial Laboratory, the Canadian Science Centre for Human and Animal Health and other University of Manitoba occupationally related fieldwork sites.

2.4 **Immunization Standard Health and Immunization Requirements**

2.4.1 Departments/Researchers will review the appended Risk Assessment Guidelines and identify and determine if any laboratory staff or students for whom they are responsible and who work with or near animal or human blood/body fluids or other human pathogens have an occupational risk of contracting a vaccine - preventable potentially infectious disease. Additional guidance with this is available through the Occupational Health Coordinator (EHSO).

2.4.2 As a condition of employment or acceptance into a program, new laboratory staff and students whose new position or course of study places them at risk of occupational exposure to vaccine-preventable potentially infectious diseases while working with or near animal or human blood/body fluids or other human pathogens, shall provide documentation that they meet the health and immunization requirements of the position or course of study. For new staff members, failure to comply will mean that employment will not be continued beyond a three-month period.

2.4.2.1 For new staff members, failure to comply will mean the employment will not be continued beyond a three-month period.

2.4.3 In accordance with 2.5, all current staff and students at occupational risk shall be made aware of this immunization standard and be provided with the opportunity

to safeguard their health through safer work practices, immunization and/or counseling. Advice and guidance is available from the Environmental Health and Safety Office.

2.4.4 Additionally, all new and current laboratory staff and students are advised and encouraged to consult with their personal health care provider to ensure that their general immunization status meet with current Manitoba Health/Canadian Immunization Guidelines.

2.4.5 Staff members transferring into a new position in a risk area from a non-risk area will be expected to receive immunization as per the standard for new staff or students.

2.4.6 This immunization standard is to be used in conjunction with and not as a replacement for existing occupational immunization requirements for individual faculties/programs.

2.5 **Procedures**

2.5.1 Currently employed staff (only) working at a University of Manitoba clinical or research laboratory and animal facility work site:

a) If a current staff member is at risk for a vaccine preventable potentially infectious disease, he/she will be advised of this immunization standard by the department/researcher and given the opportunity to receive immunization to protect against any occupationally related potential exposure.

b) The University will pay for the cost of any occupationally required immunization not covered by Manitoba Health for all current University of Manitoba staff.

c) Documentation of immunization will be provided by the health care provider on the appended immunization form (Appendix A) and maintained in the employee's departmental office in accordance with PHIA guidelines.

d) If at risk staff members refuse to accept immunization, counseling and documentation must be obtained and stored in a similar fashion.

e) All current staff who refuse to safeguard their health through immunization shall be considered for any reasonable accommodation, including a transfer of employment. In no case shall an employee be placed at serious risk of contracting a vaccine preventable potentially infectious disease.

2.5.2 Current students working in a University of Manitoba clinical or research laboratory and animal facility work site:

a) If a current student is at risk for a vaccine preventable potentially infectious disease, he/she will be advised of this standard and it will be recommended that the student consult with a personal health care provider regarding immunization.

b) If a current at risk student refuses to accept immunization, he/she must still receive counseling regarding the risks the student will be accepting by the refusal. The same form (Appendix A) can be used to document that counseling has been received.

c) All current students who refuse to safeguard their health through immunization shall be considered for any reasonable accommodation. In no case shall a student be placed at serious risk of contracting a vaccine preventable potentially infectious disease.

2.5.3 New staff or students who will be working at a University of Manitoba clinical or research laboratory and animal facility work site:

a) Contracts and/or agreements that govern acceptance of staff or students for positions or a course of study shall include a provision requiring the department to notify the incumbent staff or student of this procedure and shall include this procedure as an appendix.

b) Departments will confirm that staff and students have met the conditions of this procedure before beginning work with any of the identified vaccine-preventable potentially infectious material. A copy of the appended immunization form (Appendix A) can be used to document compliance and be kept in the departmental office in accordance with PHIA guidelines.

2.5.4 Employees and students are encouraged to initiate discussions with supervisors regarding any immunization concerns they may have.

2.6 **Immunization Advisory Panel**

2.6.1 The Director of Environmental Health and Safety shall establish and maintain an Immunization Advisory Panel comprised of individuals with expertise and/or experience in the field of infectious diseases. The purpose of the Advisory Panel shall be to provide advice on:

a) the need to have an immunization to protect against potentially infectious diseases;

b) potential situations in which a vaccination may not be advisable;

c) potential reasonable accommodations for those who are unable to have a vaccination;

- d) additions or deletions to the list of required vaccinations; and
- e) appeals by current students or employees required to obtain a vaccination.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Director of Environmental Health and Safety is responsible for the communication, administration and interpretation of these Procedures.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for these Procedures is May 23, 2016.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - (a) the President and/or Vice-President (Administration) deems necessary;
 - (b) the relevant Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 These Procedures supersede the following:
 - (a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
 - (b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein.

Part VI Cross References

Cross referenced to:

Policy: Health and Safety