



Provo, Utah

REPRODUCTIVE HEALTH PROGRAM

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1.0 POLICY STATEMENT

A reproductive hazard is a chemical, biological, radioactive or physical agent that has the potential to adversely affect human reproductive capabilities including mutations, teratogenesis, miscarriage, sterility, developmental abnormalities or transplacental carcinogenesis. Such hazards are encountered by employees and students while performing some work and study related tasks. For example, it is anticipated that a student in a chemistry laboratory may be exposed to reproductive health hazards upon entering the laboratory and being exposed to a volatile chemical.

Limited information is available regarding which chemicals should be considered to be reproductive health hazards. For example a few chemicals are known to cause reproductive health damage (i.e. inorganic lead), but most chemicals have not been studied well enough to determine whether they present a hazard to the reproductive system of males, females, or both.

All chemicals must be treated as if they present a hazard to the reproductive system of both male and female individuals, unless substantial evidence exists that the chemical does not present such a hazard. When chemical elimination or substitution is infeasible, chemical exposures must be kept as low as reasonably achievable (ALARA) by using engineering controls (first preference), safe work practices (second preference), and personal protective equipment (third preference).

All applicable safe work practices found in Appendix A are mandatory, and must be followed by those working with known or potential reproductive health hazards. Other work practices that are mandatory include those outlined in completed standard operating procedures (SOP's), developed by those individuals using the substances, and any other safe work practices necessary to protect the health of the individuals using the substances.

All individuals entering a laboratory on campus must be warned of the potential risk for being exposed to a reproductive health hazard. To do this each laboratory must complete a lab sign by accessing the following web address and completing the required information: www.byu.edu/hr/risk/lab_sign/ Lab signs include a warning regarding potential reproductive health hazards within the lab.

2.0 PURPOSE & SCOPE

Brigham Young University (BYU) strives to provide employees and student workers with a safe and healthful work environment. The purpose of the Reproductive Health Program is to minimize individual exposure to reproductive hazards and ensure that employees are informed of the known reproductive hazards in their work environment.

This program applies to Brigham Young University (BYU) employees and student workers.

3.0 APPLICABLE DOCUMENTS

- www.cdc.gov/niosh/topics/repro/

4.0 RESPONSIBILITIES

Departments:

- Including all known reproductive hazards in the written job description;
- Sending employees to required initial and refresher health and safety training;

- Providing employees with appropriate engineering controls, training, and personal protective equipment;
- Ensuring that employees use recommended personal protective equipment and other control measures; and
- Identifying alternate job duties or temporary reassignment within the department, if indicated by OM. If alternate job duties are not available, counseling employees about sick leave or family leave.

University Employees:

- Following all recommended work practices and wearing appropriate personal protective equipment;
- Contacting Risk Management & Safety (RM&S) to arrange reproductive health counseling;
- Reporting all exposure incidents to their supervisor; and
- Attending required initial and annual training.

Risk Management and Safety

- Developing, and revising as needed, BYU's Reproductive Health Program;
- When requested, or as needed, performing workplace hazard assessments;
- Recommending engineering controls, safe work practices, and personal protective equipment; and
- Counseling employees and students, as appropriate.

5.0 GETTING STARTED

Determine whether or not your workers are using known reproductive health hazards. Consult toxicological information, NIOSH and other reputable sources when determining whether or not the chemical(s) you are using is a known reproductive health hazard.

6.0 CORE ELEMENTS

This section pertains to counseling, workplace hazard assessments, alternate job duties, and specific information regarding ionizing radiation and currently accepted dose for a pregnant woman.

6.1 Counseling

Employees may request a workplace hazard assessment from RM&S. Following the assessment, RM&S will provide counseling to those requesting the assessment. Depending upon assessment results, RM&S may defer the counseling to an OM.

Employees working with radioisotopes, x-rays equipment and other forms of ionizing radiation will be referred to a Health Physicist for counseling and workplace hazard assessments

All confidential requests will be respected.

All parties involved in counseling employees will be knowledgeable in reproductive health hazards, toxicology, legal guidelines and counseling guidelines.

The following information will be reviewed with the employee during the counseling session:

- The exposure potential.
- Recommended engineering controls, work practices, and personal protective equipment to eliminate or minimize exposure.

- Risks to reproductive health (male and female), the fetus and breast milk (female only).
- Material safety data sheets for the chemicals handled by the employee.
- Applicable substance exposure limits.
- Review of available toxicity data.

6.2 Workplace Hazard Assessments

Risk Management & Safety (RM&S) performs workplace hazard assessments to evaluate individual exposure to workplace contaminants, including reproductive hazards. The assessment will include an evaluation of established engineering, administrative, and personal controls, and whether or not the established controls are adequate for controlling individual exposure.

Employees or students concerned about their exposure to a hazardous substance in the workplace should contact RM&S for an exposure evaluation.

6.3 Alternate Job Duties

Alternate job duties will be considered when indicated by OM.

The employee's supervisor will arrange alternate job duties, if available. If alternate job duties are not available, the supervisor will counsel the employee about other options, including sick leave and family leave.

6.4 Ionizing Radiation & NRC Limits

The NRC dose limit to the fetus of a (declared) pregnant woman is 50 mrem per month.

If you are pregnant or believe you may be pregnant and you are exposed to ionizing radiation, contact RM&S radiation safety officer (RSO) at 422-5779. All inquiries will be kept in confidence. We will take the following steps:

- Provide an opportunity to declare your pregnancy.
- Evaluate your dose history and exposure potential.
- Provide you with information concerning risk.
- Provide suggestions for reducing exposure.
- Monitor your radiation dose with respect to the NRC limits.

7.0 TRAINING

All employees with the potential for occupational exposure to chemicals, biohazardous materials, ionizing radiation and lasers will complete the required initial and annual refresher health and safety training. Requirements are based upon the employee's potential exposures and may include the following:

- Online Laboratory Safety training, located online at www.byu.edu/hr/risk/safety_programs/Online%20Lab%20Safety%20Information.htm
- Specific hazardous chemical safety training based upon completed standard operating procedures (SOP's), as required by BYU's Chemical Hygiene Plan (CHP).
- Bloodborne Pathogens Training

- Radiation Safety Training
- Laser Safety Training
- Hazard Communication Training

With regard to this program, the training provided must include:

- Methods to identify reproductive hazards in the workplace.
- Safe work practices and personal protective equipment.
- Availability of the Reproductive Health Program.

Note: Known reproductive hazards specific to a work area is to be included in the written job description. Supervisors must provide individual operational training.

APPENDIX A SAFE WORK PRACTICES

The following safe work practices, for working with reproductive health hazards, have been recommended by NIOSH in DHHS (NIOSH) Publication No. 99-104 and DHHS (NIOSH) Publication No. 96-132:

- Store chemicals in sealed containers when they are not in use.
- Wash hands after contact with hazardous substances and before eating, drinking, or smoking.
- Avoid skin contact with chemicals.
- If chemicals contact the skin, follow the directions for washing in the material safety data sheet (MSDS). Employers are required to have copies of MSDSs for all hazardous materials used in their workplaces and to provide them to workers upon request.
- Review all MSDSs to become familiar with any reproductive hazards used in your workplace. If you are concerned about reproductive hazards in the workplace, consult your doctor or health care provider.
- Participate in all safety and health education, training, and monitoring programs offered by your employer.
- Learn about proper work practices and engineering controls (such as improved ventilation).
- Use personal protective equipment (gloves, respirators, and personal protective clothing) to reduce exposures to workplace hazards.
- Follow your employer's safety and health work practices and procedures to prevent exposures to reproductive hazards.
- Prevent home contamination with the following steps:
 - Change out of contaminated clothing and wash with soap and water before going home.
 - Store street clothes in a separate area of the workplace to prevent contamination.
 - Wash work clothing separately from other laundry (at work if possible).
 - Avoid bringing contaminated clothing or other objects home. If work clothes must be brought home, transport them in a sealed plastic bag.