
Type:	C – Institutional	Last Approved: Nov. 24, 2016
Executive Responsibility:	Provost and Vice-President, Academic	Next Review: Nov., 2021
Administrative Responsibility:	Associate Vice-President, Scholarship and Community Engagement	Policy: 31.04

1. Responsibilities

- 1.1. The Research and Scholarly Activity Office shall ensure that research funds are not released until the VIU Biosafety Authorization application has been submitted and approved by the Institutional Biosafety Committee (IBC).
- 1.2. Faculty Deans shall ensure that facilities and activities related to the use of biohazardous agents are approved by the IBC prior to the start of teaching and research projects involving biohazardous agents.
- 1.3. Principal Investigators, Researchers and Faculty
 - 1.3.1. Apply to the Institutional Biosafety Committee before commencing work with biohazardous materials.
 - 1.3.2. Arrange for facilities and equipment necessary to meet the required level of containment and other recommendations of the IBC.
 - 1.3.3. Ensure for appropriate training as prescribed by the Institutional Biosafety Committee.
 - 1.3.4. Ensure that staff and students are aware of any required medical surveillance.
 - 1.3.5. Ensure that prescribed procedures are followed to ensure that biohazardous agents are properly stored and/or disposed of, that contamination is controlled and that the laboratory is secure against unauthorized access at all times.
 - 1.3.6. Ensure that the Biosafety Officer (BSO) is immediately informed as soon as possible of any laboratory incident involving biohazardous agents.
 - 1.3.7. Ensure compliance with the Human Pathogens and Toxins Act and regulations, and all other relevant Acts and regulations.
- 1.4. The Institutional Biosafety Committee (IBC) shall
 - 1.4.1. Develop a comprehensive biosafety program for all work deemed to constitute a biohazard.
 - 1.4.2. Identify and approve projects using biohazardous agents
 - 1.4.3. Review annually the Biosafety Program

1.5. The Biosafety Officer (BSO) shall

- 1.5.1. Verify the accuracy and completeness of VIU's Human Pathogens and Toxins Act (HPTA) license with the Public Health Agency of Canada
- 1.5.2. Serve as a resource for the Institutional Biosafety Committee.
- 1.5.3. Inspect teaching and research laboratories for compliance with the HPTA and Regulations, established safety procedures and performance of safety containment equipment.
- 1.5.4. Maintain files for Biohazard certification, facility containment certification and special emergency procedures established for each VIU Biosafety Authorization.
- 1.5.5. Maintain and provide information on biohazardous agents, policy and procedures, safety equipment, training material, regulations and guidelines, contingency and decontamination procedures for biohazardous agents when available.
- 1.5.6. Order, in conjunction with a representative of the IBC and appropriate VIU Administration (Dean, etc.), immediately, the suspension of any activity involving the use of biohazardous material, when there is reason to suspect the health and safety of University personnel and/or the public are at risk, or that regulatory conditions of the project have been breached.
- 1.5.7. Review with the Institutional Biosafety Committee any ordered suspension of activity.

1.6. Faculty/Staff and Students shall

- 1.6.1. Comply with all conditions outlined in the VIU Biosafety Authorization
- 1.6.2. Report any unsafe conditions and procedures to the immediate supervisor and the Biosafety Officer.
- 1.6.3. Report any illness suspected of being related to an incident associated with handling biohazardous agents to the immediate supervisor and the Biosafety Officer.
- 1.6.4. Participate in VIU approved biosafety training and spills mitigation.

2. Management of Non-Compliance with Policy

- 2.1. Vancouver Island University's BSO is responsible for post- approval monitoring of VIU Biosafety Authorizations and for determining and working to correct breaches of compliance. Breaches of compliance that cannot be corrected by the BSO will be referred to the IBC.
- 2.2. When non-compliance is noted, the Biosafety Officer shall investigate the matter. In cases where the investigation confirms that a problem exists, the Biosafety Officer will proceed as follows:
 - 2.2.1. The BSO will notify the individual who is non-compliant, or the relevant VIU Biosafety Authorization folder, in writing that a breach in protocol has occurred and allow time to rectify and respond to the breach.
 - 2.2.2. In the event that the non-compliance is not rectified within the timeframe provided, the immediate supervisor and the IBC will be notified.

- 2.2.3. Of the non-compliance continues, the IBC will immediately inform the AVPSCE and the VIU Biosafety Authorization may be revoked.
- 2.2.4. When compliance is achieved, the IBC will then reinstate the VIU Biosafety Authorization, as necessary.

3. Training

- 3.1. Wherever applicable, awareness of the Biosafety Program is included in new employee and student orientation. The responsibility for providing this orientation, and for ensuring that generic guidelines are understood and specific procedures are followed, belongs to the supervising faculty member or researcher. Faculty Deans, Chairs and Directors have the responsibility for ensuring that faculty members, principal investigators and researchers carry out the requirements of this section.
- 3.2. Additional VIU Biosafety training for faculty, staff, students and researchers is available when required through the VIU Health and Safety Office.

end of document