

Policy Subject: <b>Reproductive Health Policy</b>	Effective: 1/3/11
Affected Area: All areas on campus	Reviewed/Revised: 1/3/11

## 1.0 Purpose, Applicability, and Scope

- 1.1 Purpose-This policy outlines the guidelines for protecting the reproductive health of all individuals on campus from occupational exposure to chemical, biological, radioactive, and other substances that are known or suspected of being capable of posing a hazard to human reproduction. Potential reproductive and developmental hazards will be identified and appropriate exposure control measures will be implemented.
- 1.2 Applicability-This shall apply to all faculty, staff and students on the Knoxville campus of the University of Tennessee.
- 1.3 Scope- This shall apply to individuals on campus who have the potential to encounter potential reproductive hazards as part of their job responsibilities, with worker health protection and OSHA regulations in mind.

## 2.0 Abbreviations, Acronyms, and Definitions

### 2.1 Acronyms

EHS: Environmental Health and Safety  
MSDS: Material Safety Data Sheets  
PPE: Personal Protective Equipment

### 2.2 Definitions

**Reproductive Hazard** – Any chemical, physical or biological agent that is capable of impacting an individual’s ability to conceive, maintain a pregnancy or results in a birth defect.

**Reproductive Toxicity:** Adverse effects on the health of the reproductive organs, endocrine system, or gametes (egg or sperm) from exposure to an exogenous agent. May result in effects such as: menstrual dysfunction, impaired fertility, or inability to maintain a pregnancy.

**Developmental Toxicity:** Adverse effects on the developing organism that may occur anytime from conception to sexual maturity.

### 3.0 Roles and Responsibilities

#### a. Employees and Students

- i. If willing, (this is a voluntary action), formally declare pregnancy or other reproductive health issues to your supervisor or instructor as soon as you become aware of it, and request a review of work or classroom assignments, if needed.
- ii. Take care not to expose yourself to any unnecessary chemical, biological, radioactive, or hazardous physical agents.
- iii. Follow all recommended work practices and utilize PPE and equipment provided to decrease exposure to hazards in the work area.
- iv. Report all unintended or improper exposure incidents to your supervisor or instructor.
- v. Comply with all university policies and OSHA requirements and regulations to assure a safe and healthful working environment.
- vi. Attend all required safety training and seek additional training or information if you become aware of a reproductive health issue that applies to you.
- vii. Work with supervisor to identify possible alternate job duties or temporary reassignment within the department.
- viii. Be aware that UTK endeavors to provide information regarding relevant facts and safety regarding reproductive health. However, there are circumstances and situations that may not pose a clear threat or are not specifically identified by regulatory guidance as a reproductive threat. In these cases, you, not the university, must make the ultimate decision whether to accept a risk to you or an unborn fetus.
- ix. Consults with personal physician about particular circumstances and potential hazards.

#### b. Supervisors shall:

- i. Ensure that all employees attend required safety training.
- ii. Provide employees with appropriate PPE and ensure that employees properly use PPE and other control measures.
- iii. Temporarily assign duties, if needed.
- iv. Maintain an inventory of chemical, biological, and radiological agents used in the work area.
- v. Be familiar, and ensure that employees are familiar with the hazards associated with these agents – including reproductive or developmental hazards and develop operation-specific chemical hygiene plans or standard operating procedures (SOPs).

#### c. EHS shall:

- i. Provide on-site hazard analysis upon request and assist in determining appropriate methods to minimize exposure to within acceptable limits. Controls methods may involve engineering or administrative controls and personal protective equipment.
- ii. Develop and implement UTK's Reproductive Health Program and update the Reproductive Policy as needed.
- iii. Provide guidance, training and assistance to involved parties regarding ways to minimize exposure to reproductive health hazards in the university environment.
- iv. Provide, or arrange for, exposure testing and monitoring, as appropriate.
- v. Work with other safety offices (Radiation Safety and Biosafety) to ensure that all areas have been covered.

#### **4.0 Procedure**

The best way to manage risk to pregnancy and reproduction health of employees and students is to control exposure from chemical, biological, and physical agents to acceptable levels for all workers through a combination of:

- a. Substitution with a less hazardous or non-hazardous substance
- b. Using effective engineering controls, such as local exhaust ventilation or fume hoods
- c. Use of safer work practices
- d. Appropriate use of personal protective equipment

In addition, the following administrative controls can be used:

- a. Postponing procedures and operations that may pose a reproductive hazard to the employee or students until after the pregnancy or while the individual is attempting to become pregnant.
- b. Using job rotations to reduce exposures.
- c. Transferring the employee to a job which does not involve exposure to reproductive or developmental hazards.
- d. Substitute the reproductive agent with a less hazardous agent when possible.

#### **5.0 Recordkeeping**

EHS will maintain any monitoring records and chemical inventories for a minimum of 30 years. Any medical records will be maintained for at least 30 years.

All health and monitoring records shall be treated as confidential.

#### **6.0 Training**

EHS provides lab safety training (which includes Hazard Communication). Radiation Safety and the Office of Biosafety also provide training for students, staff and faculty in the laboratories. In addition, supervisors should provide on-the-job training to communicate any potential reproductive hazards to employees. Employees must have access to MSDSs and other information.

#### **7.0 Associated Standards**

OSHA: 29 CFR 1910