

## POLICY

# Reproductive Protection Policy

LAST REVISED ON 06/2011

**This policy applies to:** All faculty and staff. (Departments with represented employees must consult the applicable collective bargaining agreement and the Offices of Human Resources at the Medical Center or River Campus.)

## I. Policy

Some work locations at the University may, because of the nature of the work, pose potential health risk to employees during their fertile years. The University is committed to minimizing these risks through safety education and management but realizes that some risks may still exist. Employees need to understand those risks and be able to make informed decisions about working in those settings.

The University will provide employees who work in areas which contain hazardous chemicals, biological agents, or radiological materials capable of causing adverse reproductive should consult with this policy prior to their accepting employment or transfer opportunities. While accepting employment may mean accepting some risks, the individual (applicant or staff member) is responsible for making this decision.

## II. Guidelines

**A.** Administration of this policy is the responsibility of Deans and Directors.

Implementation of this policy is the responsibility of the supervisor and the employee. All employees—both male and female—shall be made aware of the known risks and reproductive hazards in their work. Employees whose work involves possible exposure to agents that are known to cause injury to the sperm, egg or fetus shall be informed of the risks and how to minimize them.

**B.** Technical advice on chemical and biohazardous materials is available from the Environmental Health and Safety [\(585\) 275-3241 \(tel:5852753241\)](tel:5852753241). Technical advice on radiological materials is available from Radiation Safety. Medical advice is available from the University Health Service Occupational Health Staff [\(585\) 275-4955 \(tel:5852754955\)](tel:5852754955).

1. As part of its compliance with the OSHA Laboratory Safety Standard and the Hazard Communication Standard, the University can provide written information and training based on processes and protocols to prevent exposures to hazardous materials capable of causing adverse reproductive outcomes.
2. Material Safety Data Sheets (MSDS) are available to each employee in the workplace to review. The MSDS's describe the specific hazards, including any reproductive hazards, of each chemical and what work practices and/or protective equipment are necessary to reduce risks of exposure.

**C.** Supervisors are required to inform final applicants and candidates for transfer about the known risks in areas which contain hazardous chemicals and/or radiation.

1. Supervisors should provide final candidates for positions with a copy of this policy.

2. It is the supervisor's responsibility continuously to train and reinforce good work practices and safety rules to minimize risks of exposure.

**D.** Current employees and applicants who are offered positions have the responsibility for knowing and understanding this policy. They also have the right to choose or refuse placement in an area which contains hazardous chemicals, biological and or radiological materials capable of causing adverse reproductive outcomes.

1. If an eligible employee becomes pregnant and wishes a change in duties, the supervisor, if possible, will attempt to accommodate the employee's request. If accommodations are not possible, the eligible employee has the choice of remaining in the position, seeking a transfer (with no guarantees of alternate placement), taking a leave without pay (with the approval of the supervisor), or resigning.
2. If a current employee's job changes so that he/she is placed in an area which contains hazardous chemical, biological and or radiological materials capable of causing adverse reproductive outcomes, the employee will be provided the opportunity to seek a transfer. If no other positions are available, the employee has the option of remaining in the position, or being placed on layoff.
3. An internal applicant who seeks a transfer and is offered a position in an area which contains hazardous chemicals, biological and/or radiological materials capable of causing adverse reproductive outcomes may decide to remain in his/her current position. If the employee is placed on layoff because his/her current position is being eliminated, the layoff policy will still be in effect.

# III. Procedures

**A.** Supervisors should provide copies of this policy to all final candidates.

**B.** EH&S will provide written information and training on chemical and biological materials as required. Radiation Safety will provide written information and training for radiological materials.

1. Departmental supervisors are responsible for providing immediate and on-going training about the safety precautions for specific work sites and about the hazardous chemicals and/or radiation in the employee's workplace. Compliance with OSHA Standards requires that employers make Material Safety Data Sheets (MSDS) readily available in the workplace to all employees and notify employees of that location.
2. EH&S will conduct introductory training on safety for newly hired personnel and refresher training for current employees who will be or are assigned to areas which contain hazardous materials capable of causing adverse reproductive outcomes. The Offices of Human Resources at the Medical Center or River Campus will provide names of newly hired people and their area of assignment. EH&S will notify the appropriate departments about the time and place for the training. Compliance with OSHA Standards requires that employers provide training for all employees who work with hazardous materials capable of causing adverse reproductive outcomes.
3. At the end of the EH&S initial training session, EH&S Staff will ask employees to sign a statement that they have received safety training. EH&S Staff will maintain a database of individuals who have attended training and report to the departments those who have attended training.
4. Radiation Safety will conduct introductory training for those individuals who will use

radiological materials. Staff will ask employees to sign a statement that they have received safety training. Radiation Safety will provide annual training as well.

**C.** The Office of Human Resources at the Medical Center ([\(585\) 275-2513 \(tel:5852752513\)](tel:5852752513)) or River Campus ([\(585\) 273-4320 \(tel:5852734320\)](tel:5852734320)) is available for assistance when offers are being made to final candidates and for additional information.

**See also:**

- [#139 Transfers and Promotions \(https://www.rochester.edu/policies/policy/transfers-promotions/\)](https://www.rochester.edu/policies/policy/transfers-promotions/)
- [#354 Layoff and Recall \(https://www.rochester.edu/policies/policy/layoff/\)](https://www.rochester.edu/policies/policy/layoff/)
- [#357 Leaves of Absence \(https://www.rochester.edu/policies/policy/leave-of-absence/\)](https://www.rochester.edu/policies/policy/leave-of-absence/)
- SMH Policy 7.10 – Hazardous Drug Agent Handling

**ABOUT THIS POLICY**

**Policy Applies To**

Faculty, Staff

**Policy Number**

167

**Issuing Authority**

Human Resources

**Responsible Officer**

Rebecca Walters

**Contact Information**

[rebecca\\_walters@urmc.rochester.edu \(mailto: rebecca\\_walters@urmc.rochester.edu\)](mailto:rebecca_walters@urmc.rochester.edu)

## **ADDITIONAL RESOURCES**

**SMH Policy 7.10 – Hazardous Drug Agent Handling (login credentials required)**

**(<http://sharepoint.mc.rochester.edu/sites/smhpolicy/Pol/Shared%20Documents/7.10%20Hazardous%20Drug%20Agent%20Handling%20Policy.pdf>)**

## **POLICY KEYWORDS**

**Compliance (<https://www.rochester.edu/policies/all/?filter%5Btopics%5D=336>)**

**Safety (<https://www.rochester.edu/policies/all/?filter%5Btopics%5D=586>)**