

# Infectious Agent Reporting Policy (MPF1250)

## RELEVANT LEGISLATION

Government legislation:

- [Occupational Health and Safety Act 2004](#) (Vic)
- [University of Melbourne Act 2009](#) (Vic)

University legislation:

- [Statute 1.7 – University Governance](#)

## SCOPE

This policy applies to all work areas of the University where hazardous infectious agents or biological material (including diagnostic samples), that might reasonably be expected to contain these agents, is stored, used, handled, transported or disposed.

## POLICY

### 1. Infectious agent inventory

1.1. The University will ensure that an inventory of infectious agents that are in use by University personnel in each work group is maintained and available for interrogation.

1.2. The University will use the inventory of infectious agents to:

- manage compliance
- direct advice to relevant personnel
- respond to emergencies and incidents involving infectious agents.

### 2. Reporting of infectious agent acquisition and use

2.1. Work groups and departments will report acquisition and use of infectious agents in accordance with the [Infectious Agent Reporting Procedure](#).

## RELATED DOCUMENTS

- Australian/New Zealand Standards, 2243.3: Safety in Laboratories Part 3: Microbiological safety and containment (available through [University Library](#))
- [Containment Facility Internal Certification Policy](#)
- [Containment Facility Internal Certification Procedure](#)
- [Infectious Agent Project Approval Policy](#)
- [Infectious Agent Project Approval Procedure](#)
- [Infectious Agent Reporting Procedure](#)

## DEFINITIONS

Term	Definition
<b>biological</b>	Any material such as tissue (including organs and bone), cell lines or body fluids

<b>material</b>	sourced from a living organism. Samples (for example, unscreened human blood or blood products) are included in this definition.
<b>hazardous infectious agent</b>	A bacterium, fungus, virus or other agent able to cause disease in an otherwise healthy host (for example, human, animal or plant).
<b>infectious agent</b>	An infectious agent is a bacterium, fungus, virus or other agent that is able to invade and replicate in a host organism (for example, human, animal or plant) and which may or may not cause a disease.
<b>Risk Groups 1, 2, 3 and 4 (Human and animal infectious microorganisms)</b>	Risk groups, as defined in AS/NZS 2243.3, divide microorganisms that are infectious for humans and animals into categories for Australasia based on their pathogenicity, the mode of transmission, the host range of the agent and the availability of effective prevention and treatment. Risk Group 1 agents have the lowest individual and community risk and include microorganisms that are unlikely to cause human or animal disease. Risk Group 2 agents may cause disease in healthy hosts, but are difficult to transmit (limited community risk), don't usually cause serious or life-threatening illness and are readily treated or prevented. Risk Group 3 agents are those that usually cause serious disease and may present a serious risk to laboratory workers. Risk group 3 agents also present a limited to moderate community risk if spread in the environment, but there are usually effective measures for treatment and/or prevention. Risk Group 4 agents are those that present significant individual and community risks and usually produce life-threatening disease, are readily transmissible and effective prevention and/or treatment are not usually available.
<b>Risk Groups 1, 2, 3 and 4 (Plant infectious microorganisms)</b>	Risk groups, as defined in AS/NZS 2243.3, divide microorganisms that are infectious for plants into categories for Australasia primarily based on their containment to avoid risk to the environment. The economic or ecological impact, the ease of spread, the host range of the agent and the use in the facility (in vitro or in vivo) are considered when determining the risk group for these pathogens. Risk Group 1 agents are unlikely to be a risk to plants, industry, a community or region and are already present and widely distributed. Risk Group 2 agents have a low to moderate risk to plants, industry, a community or region and is present but not widely distributed. Risk Group 3 agents are those that present a significant risk to plants, industry, a community or region, are exotic but with a limited ability to spread without a vector. Risk Group 4 agents are those that present a highly significant risk to plants, industry, a community or region, are exotic and readily spread naturally without a vector.
<b>work group</b>	A work group for the purposes of this policy is a person or people who share physical space and may be exposed to hazardous infectious agents that are being used in that physical space. Examples of work groups include all members of a laboratory, those working in clinical settings, diagnostic and reference laboratories, and pathology laboratories.

## RESPONSIBLE OFFICER

The Director, Office for Research Ethics and Integrity is responsible for the development, compliance monitoring and review of this policy and any associated schedules, procedures and guidelines.

## IMPLEMENTATION OFFICER

The Biosecurity and Biosafety Officer, Office for Research Ethics and Integrity is responsible for the promulgation and implementation of this policy in accordance with the scope outlined above. Enquiries about interpretation of this policy should be directed to the implementation officer.

## REVIEW

This policy is to be reviewed by 30 November 2015.

### VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Senior Vice-Principal	1 Aug 2013	1 Aug 2013	N/A