



REPRODUCTIVE HAZARD GUIDELINE

INTRODUCTION

KAUST recognizes the importance of reproductive hazard awareness and protection. Employees and students who work in environments where hazardous materials are present need to be aware of the chemicals and other agents that may present specific risks to their reproductive health. This guideline is intended to increase awareness of threats to reproductive health and help prevent potential reproductive hazard exposure for male and female faculty, staff, students, and visitors who work with chemical, biological, radiological, and physical agents. This guideline outlines responsibilities, procedures to follow, and available services to reduce reproductive hazard risks.

SPECIFIC RESPONSIBILITIES REGARDING REPRODUCTIVE HAZARDS

Deans, Directors, and Unit Heads

It is the responsibility of these individuals to raise the awareness of principal investigators, unit supervisors, and other supervisory personnel responsible for employees who work with hazardous materials and/or radiation-producing (x-ray) devices by communicating the existence and importance of this guidance document.

In addition, they must communicate to all employees and students who have reproductive health concerns where they can get assistance consisting of consultation or workplace assessment services.

Principal Investigators, Supervisors, and Laboratory Safety Representatives

These individuals have the responsibility to communicate to employees and students information about workplace reproductive hazards, training resources, and related practices and procedures to protect themselves.

Employees and Students

Employees and students must conduct activities involving the use of hazardous materials in a safe manner using:

- Information received through safety education and training.
- All recommended personal protective equipment in the workplace.
- Properly functioning safety equipment and devices (e.g., chemical fume hoods, biological safety cabinets, laboratory exhaust systems).
- Standard operating procedures or developing new ones as necessary for the work being done.

Health, Safety, and Environment Department

Health, Safety, and Environment Department (HSE) is always available to respond to concerns or service requests related to reproductive health hazards as necessary and coordinate services; provide workplace health hazard assessments as requested; evaluate workplace

reproductive hazards and recommend ways to address or eliminate specific reproductive risks; and provide instructional reproductive health hazard-related materials, as necessary.

KAUST Medical Services

KAUST Medical Services will provide medical consultation for any employee or student with reproductive hazard concerns related to exposure to a hazardous chemical or agent. At the employee or student's request, KAUST Medical Services will notify HSE about employee or student concerns. In addition, KAUST Medical Services will work with the appropriate HSE staff member(s) to address and coordinate reproductive health hazard services.

GETTING HELP

Faculty, staff, students and visitors with concerns about how the workplace may affect his or her reproductive health may utilize the following resources:

1. Contact HSE to arrange a reproductive health hazard assessment of the workplace. After initial contact takes place, the following steps are initiated:
 - a. HSE sends a workplace assessment request form to each requestor. The requestor completes and returns the form to HSE. Upon receipt, HSE will schedule a meeting time to conduct a risk assessment.
 - b. HSE conducts a workplace evaluation.
 - c. HSE provides recommendations to reduce or eliminate workplace reproductive hazards.
 - i. Upon the employee's request, this information will be made available to KAUST Medical Services working with the individual(s) and/or their personal physician(s).
 - ii. Where appropriate, the employee may request a transfer or appropriate leave of absence, consistent with university policy.
 - d. HSE is available to consult with supervisors and administrators who have employees with reproductive hazard concerns requesting transfer from their current workplaces.
2. Contact the KAUST Medical Services occupational medicine physician to discuss the concern.

Approved By:

Paul Hutter

Director (A)

Health, Safety & Environment

Signature:

