


# GENERAL RULES AND INSTRUCTIONS FOR STUDENTS WORKING AT THE

TEACHING HOSPITAL  
/LONG TERM CARE UNIT  
/TRAINING ROOM  
(TH/LTC/TR)

TRAINING ROOMS  
AND LABORATORIES  
(TR/L) FVM







GENERAL RULES AND  
INSTRUCTIONS FOR STUDENTS  
WORKING AT THE  
TEACHING HOSPITAL  
/LONG TERM CARE UNIT  
/TRAINING ROOM

## Basic equipment/equipment for safety at work in the teaching hospital/long term care/training room (TH/LTC/TR)

1. Protective uniform:  
lab coats or scrubs (top and trousers), an apron;
2. Protective footwear (footwear used only on these premises:  
clogs, disposable shoe covers or boots);
3. Protective gloves;
4. Masks and caps;
5. Goggles;
6. Soap, paper towels and disinfectant;
7. First-aid kit with all products  
within the expiration date kept in a noticeable place.



## SAFETY MEASURES

### *Personal protection*

#### **1. *Anti-rabies immunisation of students is highly recommended***

2. Appropriate clothing must be worn in TH/LTC/TR

Vet technicians – scrubs

veterinarians - veterinary uniform (coat or scrubs)

students - veterinary uniform (coat or scrubs)

3. When working with an X-ray machine or staying in an X-ray room, it is necessary to wear

lead aprons (thickness 0.25 mm Pb at least)

lead neck protector (thickness 0.25 mm Pb at least)

lead protection for gonads (thickness 0.5 mm Pb at least)

4. It is not allowed to wear open-toed shoes in TH/LTC/TR

5. The protective clothing and footwear must not be used outside the workplace.

6. Hand washing is mandatory:

before and after work with a patient;

after contact with blood, body fluids, secretions and other contaminated substances; regardless of whether the gloves are worn or not;

Immediately after removing gloves;

after cleaning and washing cages, tables, floors;

before each break, leaving the workplace;

before and after going to the toilet.

7. All potentially dangerous animals must be muzzled, or sedated/ anesthetized

8. When handling sharp objects, it is mandatory to wear disposable protective gloves

9. Every student must be aware of the possible danger associated with work with needles, venous pathways and butterfly needles

10. It is mandatory to wear protective gloves and a mask when having contact with animal or animal excrement working with animals suspected of having an infectious disease or zoonosis handling of infectious material (blood, body fluids, tissues)

## **Procedures**

1. It is forbidden to enter TH/LTC/TR without the approval of the responsible person

2. It is forbidden to consume food and drinks in the TH/LTC/TR area.

3. Undisciplined behaviour in TH/LTC/TR (running, talking loudly, disturbing others, etc.) is prohibited.

4. How to wash your hands:

Wet your hands with clean, running warm water;

Apply liquid soap (3-5 ml or 1 to 2 pressures);

Lather your hands by rubbing them together with the soap. Lather the backs of your hands,

between your fingers, under the ring and nails and above the wrists for 10 to 30 seconds;  
Rinse your hands well with clean, warm water;  
Dry your hands using a paper towel or an air dryer;  
Apply a small amount of disinfectant into the hand;  
Lather your hands by rubbing them together with disinfectant. Lather the fingertips, between your fingers and under the ring and nails and above the wrists;  
Rub your hands vigorously until the disinfectant dries.

5. Disinfection and sterilization of instruments should be performed after work on each individual patient.

6. Veterinary drugs in animal therapy are to be used only by the veterinarian.

7. All injectable medicines should be considered single-use, unless the manufacturer has stated differently.

8. Reusable medicines must be stored according to the manufacturer's instructions. Before using the medicine, the veterinarian is obliged to check its expiration date.

9. All medicines must be kept in the medicine storage, i.e. in appropriate drawers, closets and refrigerators in the clinic.

10. Narcotics and drugs for euthanasia are to be placed in a locked drawer.

11. The employee/student must be aware that the drugs used in veterinary medicine are potentially toxic to humans and that for safe medication handling it is necessary to wear disposable protective gloves

12. All medications must be safely removed after use.

13. In the long-term care unit of most clinics, the animal owners are not allowed to stay in. It is forbidden to leave toys, food and other items in the cage.

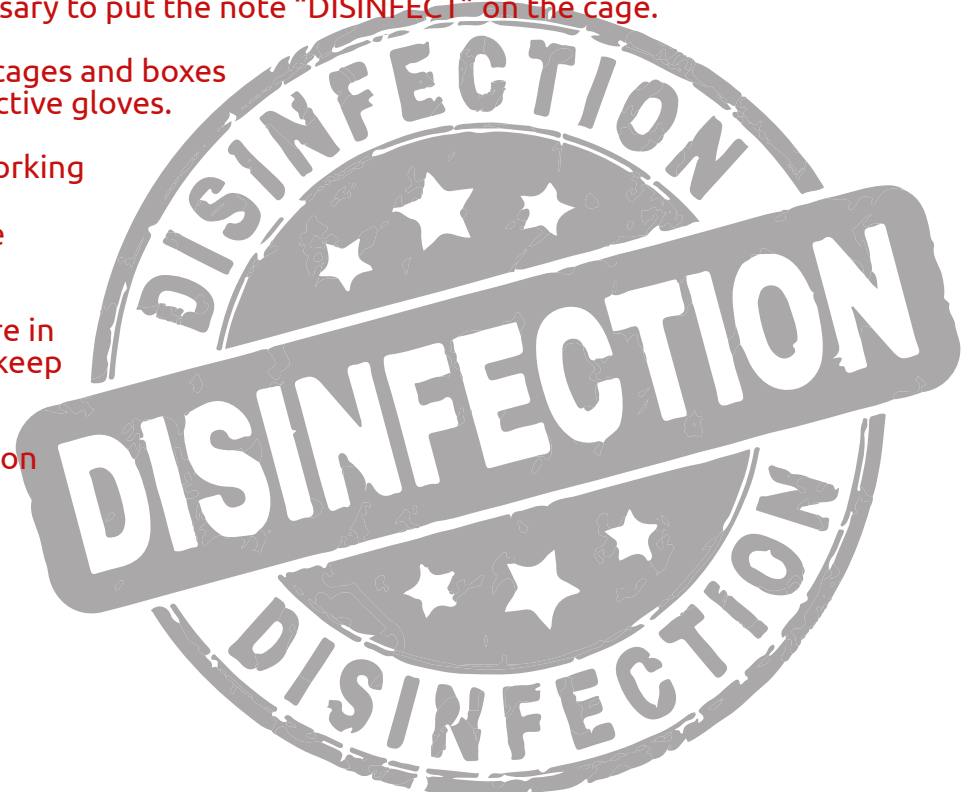
14. In the long-term care unit, it is necessary to use cage markers with additional information, such as "Infectious disease suspected", "Animal bites!", "No p/o application" etc.

15. After each patient it is necessary to thoroughly clean and disinfect the cage. After releasing the patient from the cage, it is necessary to put the note "DISINFECT" on the cage.

16. The cleaning and disinfection of cages and boxes is carried out using disposable protective gloves.

17. Protective clothing used while working with small animals at the clinic must not be used for work with large animals.

18. Faculty staff and students who are in contact with biological agents must keep their nails short and must not wear jewellery on their hands in order to reduce the possibility of contamination and better hand washing.





# GENERAL RULES IN THE STABLE OF CLINICS AND TEACHING CENTRES (C/TC)

**Basic equipment/safety means at work**

**The same as at TH/LTC/TR**

## **SAFETY MEASURES**

**Personal protection**

**The same as at TH/LTC/TR**

## **Procedures**

***The same as at TH/LTC/TR***

1. Protective clothes and footwear used when working with large animals in the barn must not be used for work with small animals.
2. Protective clothes and footwear must not be used outside the workplace.
3. Before leaving the barn and/or moving to another barn, the shoes must be washed and disinfected.

4. At each contact with an animal or animal excrement, each employee/student must wear disposable protective gloves, and depending on the nature of the disease, a protective mask and goggles.
5. When working with patients suspected of contagious disease or zoonosis, it is mandatory to wear protective gloves and a mask.
6. When handling potentially infectious material (blood, body fluids) that is subject to spillage and splashing, it is mandatory to wear protective gloves, mask and goggles.
7. When performing rectal exploration, it is necessary to have a protective apron and use additional disposable gloves for rectal exploration.
8. All clinical procedures should be performed in a stall, except those that require different conditions. The animal must be calmed appropriately in order to eliminate the risk for injury (sedation / anaesthesia).



# GENERAL RULES OF CONDUCT AT THE SLAUGHTERHOUSE/DAIRY FARM (SH/DF)

**Basic equipment /safety means at work in the slaughterhouse/dairy farm**

**The same as at TH/LTC/TR**

## **SECURITY MEASURES**

### ***Personal protection***

***The same as at TH/LTC/TR***

1. When handling sharp objects, it is mandatory to wear disposable protective gloves.
2. Students must be aware of hazards associated with sharp objects handling.

### **Procedures**

***The same as at TH/LTC/TR***

1. Students entering the SH/DF area must be healthy, free from foodborne diseases, respiratory infections (sneezing, coughing), with no visibly infected skin injuries (cuts, burns etc.). Personal hygiene, health status and behaviour must not affect the hygiene of the facility and food safety.
2. Appropriate clean clothes and footwear must be worn in SH/DF to prevent food contamination.



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# INSTRUCTIONS FOR STUDENTS WORKING IN TRAINING ROOMS AND LABORATORIES (TR/L) FVM

## BASIC EQUIPMENT/UTENSILS FOR SAFETY AT WORK IN TRAINING ROOMS/LABORATORIES

1. Protective lab coat;
2. Protective gloves and goggles;
3. Propipettes and automatic pipettes;
4. Soap and paper towels;
5. First aid kit with all products within the expiration date kept in a noticeable place.



## SAFETY MEASURES

### *Personal protection*

1. In TR/L a protective coat of appropriate length must be worn.
2. It is not allowed to wear open-toed shoes in TR/L.
3. It is not allowed to bring and consume food and drinks in TR/L.
4. Undisciplined behaviour in TR/L (running, sitting on tables/desks, talking loudly etc.) is prohibited.
5. At least two persons must be present in TR/L.
6. Long hair should be tied back and no jewellery on the hands is allowed.
7. Protective gloves and goggles must be worn during all procedures that may involve direct/accidental contact with chemicals.
8. Do not touch the eyes, nose and mouth during work.
9. After use, gloves should be removed and hands washed with soap and water.
10. After finishing the experiment, wash and disinfect your hands.
11. Broken glass, porcelain and other solid waste material must not be collected by hand, but a technician/cleaner should clean and dispose of it in boxes/special containers for that purpose, separate from paper and soft waste.

## Procedures

1. Only authorized persons may have access to the training room/laboratory (TR/L).
2. The entrance of persons other than employees and students is prohibited without the approval of the responsible person.
3. Students may have access to TR/L only in the presence of a responsible person.
4. Personal belongings (jackets, bags, books etc.) must be placed at the designated place.
5. Only material for practical work (a manual, notebook and stationery) is allowed at the workplace in TR/L.
6. While working, keep laboratory doors and windows closed.
7. Before starting to work, study in detail the procedure and instructions for conducting the experiment with precautions that must be taken for your own safety, as well as the safety of all people present.
8. If there are any doubts or uncertainties in performing the experiment, read the instructions and procedures more carefully or ask the responsible person for explanation.
9. Follow the general rules in the laboratory (handle chemicals carefully– be familiar with protection measures when exposed to the following hazardous chemicals: flammable, corrosive, toxic and carcinogenic).
10. Strictly follow techniques for biological material handling.



11. Careless and irresponsible performance of experiments is not allowed.
12. Unapproved experiments are not allowed.
13. Do not place used instruments and glass material (pipettes, microscope slides and cover slips) on the working surface, but in marked containers with disinfectant.
14. Careless and irresponsible handling of instruments and laboratory equipment is not allowed.
15. Intentional damage to laboratory utensils and inventory is not allowed.
16. It is not allowed to remove signs or warnings without the permission of the teaching staff/responsible person.
17. It is not allowed to repair defective equipment, especially not electrical equipment.
18. Any spillage of chemicals, incidents and exposure to toxic chemicals must be reported to the responsible person. Records should be kept for all incidents.
19. Intentional concealment or non-reporting of damages or observed defects is not allowed.
20. It is necessary to strictly follow written procedures for the treatment of all spilled chemicals.
21. Sniffing and tasting of chemicals are not allowed.
22. Do not transfer chemicals in open bottles.
23. Close the bottles and tubes after use.

24. Mouth pipetting is strictly prohibited. Use a propipette and/or an automatic pipette.
25. Perform all experiments with the minimum contamination of work surfaces and the minimal emission of harmful substances into the working space.
26. All microbiological techniques must be performed next to the burner.
27. During work, the inoculating loop is sterilized by heating over a flame until it is white-hot both before and after taking the biological material.
28. Pull the openings of glass tubes and Erlenmeyer flasks over the flame for sterilization before each manipulation with biological material.
29. Never leave the burner unattended during experimental work.
30. At the end of the experiment, all burners must be turned off.
31. Never dispose in the sink of the remaining solvents, acids, bases, mixtures and remaining solids, but in the containers provided for that purpose. If working with diluted solutions, the remaining solutions can be poured into the drain with a strong stream of water.
32. Unused microbiological substrates must be positioned in a visible place on the desk and must not be used without the permission of the assistant/responsible person.
33. Disposal of the **biological material** in the containers for biological waste provided for that purpose - specially marked yellow plastic cans.
34. It is strictly forbidden to throw **biological material** in a container or sewer.

35. After finishing the experiment in the microbiological laboratory, disinfect the work surfaces with 70% alcohol.

36. Carefully clean the microscope ocular and objective lenses (especially the immersion lens).

37. Leave the workplace clean and tidy after the practicals.

38. Always add more concentrated solutions to diluted ones, i.e. **acid into water (AIW), and never water into acid (never WIA).**



## **Procedures with spilled chemicals**

1. In case of spillage of chemicals or exposure to their harmful effects, immediately inform the assistant/professor.
2. Evacuate the contaminated area and prevent further exposure.
3. Immediately decontaminate the eyes and skin of exposed persons.
4. Provide first aid and medical care.
5. Inform the responsible person who should coordinate the necessary actions.
6. Determine the nature of the spilled chemical (preferably using a safety data sheet).
7. Limit further spread of the spilled chemical.
8. Decontaminate (physically and/or chemically) spilled chemicals and contaminated material.
9. Collect all spilled decontaminated and contaminated material (items used for cleaning) and dispose of them in appropriate bags or containers.
10. Decontaminate the area by wiping (the cloth should be changed at each stage of decontamination). In case of spilled liquid material, use dry cloths, and for solid material, use cloths soaked in water, dilute acid or base if needed. After that, rinse the area with water, and dispose of the cloths safely.
11. Decontaminate all utensils used.
12. Remove and decontaminate protective cloths, footwear, gloves, eye and face protection.

## BASIC PROCEDURES AFTER ACUTE EXPOSURE TO CHEMICALS

1. In case of skin contact with chemicals, follow the instructions on the label and/or safety data sheet. If no instructions are available, rinse skin thoroughly with running water and soap it for about 15 minutes. Take off the contaminated clothes. Seek medical advice.
2. In case of eyes contact with chemicals, follow the instructions on the label and/or safety data sheet. If no instructions are available, it is necessary to rinse eyes thoroughly with running water for about 15 minutes. Be sure to contact the competent medical institution.
3. In case of inhaling a chemical, follow the instructions on the label and/or safety data sheet. If no instructions are available, remove the person from the contaminated place, and if breathing has stopped, give CPR. Be sure to contact the competent medical institution.
4. In case of chemicals ingestion, do not induce vomiting. Be sure to contact the Poison Control Centre and follow the instructions on the label/safety data sheet.
5. If necessary, in all the cases mentioned above, for more detailed instructions, contact the **Poison Control Centre, VMA, Belgrade (phone number +381 11 3608 440).**





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