



# Writing & Communicating Biorisk Management Policy

Student Guide



GLOBAL BIORISK MANAGEMENT CURRICULUM

*Writing and Communicating Biorisk Management Policy*

*Welcome and Introductions*

Welcome to Writing & Communicating Biorisk Management Policy



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## Introductions

- Instructors
- Students
  - Your name?
  - Where are you from?



Slide 2

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# Action Plan

By the end of this lesson, I would like to:

KNOW		FEEL		BE ABLE TO DO	
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*Your learning doesn't stop with this lesson. Use this space to think about what else you need to do or learn to put the information from this lesson into practice.*

What more do I need to know or do?	How will I acquire the knowledge or skills?	How will I know that I've succeeded?	How will I use this new learning in my job?

*Use space on back, if needed*



## Key Messages

- It is imperative for management to establish and communicate institutional expectations regarding safe and secure management of pathogens
- These expectations must be integrated with the core mission of the institution.
- A policy states commitment and intent.
- A policy is an instructional document and, as such is reader-centered.

Slide 4



## Key Messages, continued

- A policy must be communicated (transmitted and received) to “count”
- A policy should be a living document and must reflect emerging issues and continuous improvement – policies must be reviewed and revised.

Slide 5

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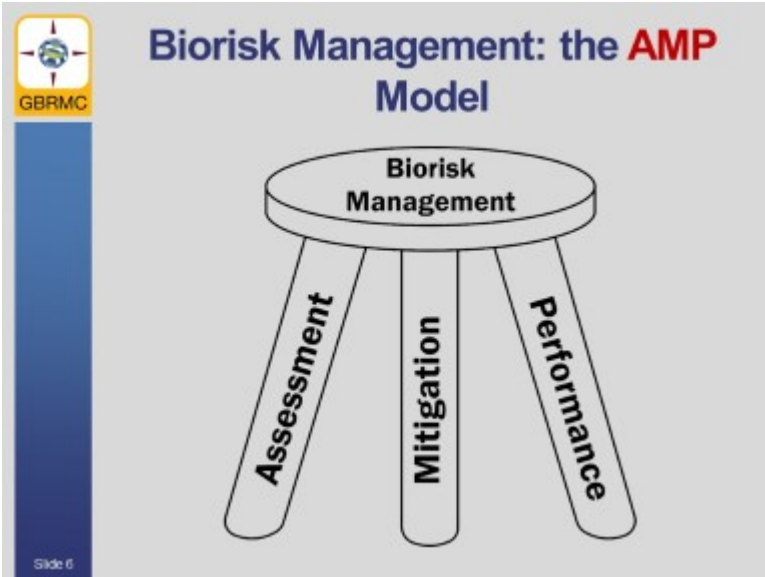
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Record refresher notes on the AMP model and biorisk management.

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## Key Components of Biorisk Management

- **Biorisk Assessment**
  - Process of identifying the hazards and evaluating the risks associated with biological agents and toxins, taking into account the adequacy of any existing controls, and deciding whether or not the risks are acceptable



Slide 7

Define Biorisk Assessment:

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## Key Components of Biorisk Management

- **Biorisk Mitigation**
  - Actions and control measures that are put into place to reduce or eliminate the risks associated with biological agents and toxins



Slide 8

Define Biorisk Mitigation:

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## Key Components of Biorisk Management

- **Biorisk Performance**
  - The recording and evaluation of measurements to provide evidence that an organization is reliably and continuously conducting accurate biorisk assessments and implementing biorisk mitigation strategies that effectively reduce or eliminate identified biorisks to an acceptable degree.



Slide 9

Define Performance:

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## What is a Policy?

**Group Exercise:**

**Question:**  
What is a **policy**?

**In your groups**, please spend **5 minutes** to develop a **definition** for a **policy**. Write your definition in your **workbook** and on your group's **flipchart**.

Slide 10

What is a Policy?

What are some characteristics of a Policy?

What is the intent of a Policy?

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## What is a Policy?

**"A policy is a temporary creed liable to be changed, but while it holds good it has got to be pursued with apostolic zeal"** *Mahatma Gandhi*

- **A definite course of action**
  - adopted for the sake of expediency, facility, etc.: *We have a new company policy.*
- **A guiding principle that influences other actions.**
- What word is common to both definitions?
- Synonyms: strategy, principle, rule



Slide 11

What word is inherent to both definitions of a policy?

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## What is the Purpose of a Policy?

### Discussion:

Based on the definitions, what is the purpose of a **policy**?

Slide 12

What is the purpose of a Policy?

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## A Policy States Commitment and Intent

### Commit (verb)

- to bind or obligate, as by pledge or assurance; pledge: to commit oneself to a promise; to be committed to a course of action.

### Intent (adjective)

- firmly or steadfastly fixed or directed, as the eyes or mind: an intent gaze.
- having the attention sharply focused or fixed on something: intent on one's job.
- determined or resolved; having the mind or will fixed on some goal: intent on revenge.
- earnest; intense: an intent person.

Slide 13



## A Policy is NOT a Plan

“No *plan* survives contact with the enemy.”

– *Helmuth von Moltke the Elder (~1860)*

- A **policy** provides the **strategy** (commitment and intent) from which plans are developed.
- The **responsibility** to the commitment and intent **remains**, even if plans fail.

Slide 14

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### Policies and Biorisk Management

**Discussion:**

- Is a **written policy** important to effective biorisk management at a facility?
- Why or why not?



Slide 15

What are the benefits of written policy?

Why is a written policy important to effective biorisk management at a facility?

Why or why not?

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## Biorisk Management: Intent

**Discussion:**

What is the **intent** of biorisk management?

Slide 16

What is the intent of biorisk management?

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## Biorisk Management: Commitment

### Discussion:

Regarding biorisk management, what should a facility **commit** to?

Slide 17

Regarding biorisk management, what should a facility commit to?

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## Who is the audience?

### Discussion:

- A **policy** is an instruction document.
- Instruction documents are **READER-centered**.
- Who are the **READERS** for a **biorisk management policy**?



Slide 18

Who are the readers for a biorisk management policy?

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## What are the Requirements?

### Discussion:

#### External Requirements

- What external requirements or conditions influence biorisk management policy at your facility?

#### Internal Requirements

- What internal requirements or conditions might influence biorisk management policy at your facility?
- What is the core mission of the facility? How is a biorisk management policy integrated into that mission?

Slide 19

What are some examples of:

External requirements:

Internal requirements:

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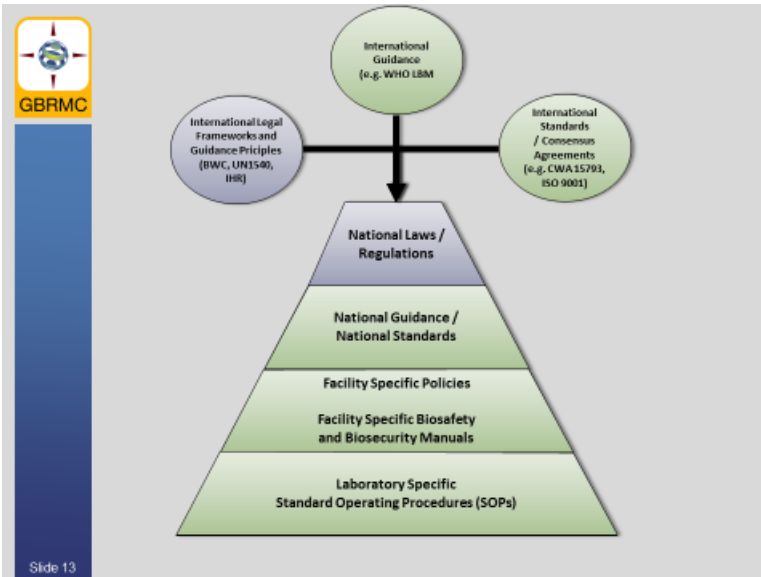
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## CWA 15793:2011

### 4.2.1 Biorisk management policy

- The organization's top management shall develop, authorize and sign a policy concerning the management of laboratory biorisk (laboratory biosafety and laboratory biosecurity). It shall clearly state the overall biorisk management objectives and a commitment to improving biorisk management performance.
- The policy shall be appropriate to the nature and scale of the risk associated with the facility.



Slide 21

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## CWA 15793:2011, continued

### 4.2.1 Biorisk management policy, continued

- [the policy shall] commit to:
  - Protecting staff, contractors, visitors, community and environment from biological agents and toxins that are stored or handled within the facility;
  - Reducing the risk of unintentional release of, or exposure to biological agents and toxins;
  - Reducing the risk to an acceptable level of unauthorized intentional release of hazardous biological materials, including the need to conduct risk assessments and implement the required control measures;

Slide 22



## CWA 15793:2011, continued

### 4.2.1 Biorisk management policy, continued

- [the policy shall] commit to:
  - Complying with all legal requirements applicable to the biological agents and toxins that will be handled or possessed, and with the requirements of this standard;
  - Ensuring that the need for effective biorisk management shall take precedence over all non "health and safety" operational requirements;
  - Effectively informing all employees and relevant third parties and communicating individual obligations with regard to biorisk to those groups;
  - Continually improving biorisk management performance.

Slide 23





## Take a Stab! Write a Policy.

### Exercise:

**Individually**, write your own biorisk management policy statement.

Final goal:

- One to three sentences.
- No more than 50 words.
- Guiding principle that reflects commitment to and intent of biorisk management
  - Defines a course of action; influences actions



Slide 24

Biorisk Management Policy Statement:

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Notes:




## Snowball Activity

**Exercise Continued:**

Pass your statement to the person on your **left**. Review the statement – make notes. (5 minutes)

Discuss your edits and receive comments (5 minutes each).



**As a small group**, discuss and list common points between the individual statements. Write the common points on individual sticky notes.

Slide 25

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## Snowball Activity, Continued

### Exercise Continued:

**As a class**, report the common points and discuss (**10 minutes**)

Take another **5 minutes**, **individually**, to revise your policy statement based on the comments and discussion.

Slide 26

Revised biorisk Management Policy Statement:

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## It Takes a Village. . .and Time

### Discussion:

- Do you feel that your original policy statement was improved as a result of the previous exercise?
- What are the advantages to working with a team to create a policy statement?
- What are the disadvantages?



Slide 27

Was your statement improved?

What are the advantages to working with a team to create a policy statement?

What are the disadvantages?

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## Validation

Referring to your newly-written **biorisk management policy statement**:

1. Look at the list of "**commit to**" items in the **CWA 15793:2011** section.
2. Determine if your policy statement would **support** each of these bullet points.
3. **Revise** your statement as necessary.

Slide 28



## Communicating Policy

Look at your list of **readers** for a **biorisk management policy statement**.

- Determine how and when a biorisk management policy should be communicated.
- How do you know if the message has been received?

Slide 29

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### After Writing Policy. . .

Remember that a **policy** establishes **commitment** and **intent**, but does not specify **HOW** to implement.

- Critical next steps:
  - Establishing **roles** and **responsibilities** to support the commitment to and intent for biorisk management
  - Stating **specific goals**
  - Setting **objectives** to accomplish those goals



Slide 30

What would be the next steps for your biorisk management policy statement?

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### Reviewing and Revising Policy

- Should a policy be **reviewed**?
  - Why or why not?
  - When?
  - What aspects of the policy require review?
- If a policy is revised, what else must happen?
  - *Hint: think of the next steps listed on the previous slide*

Slide 31

Under what conditions should a policy be reviewed?

Revised?

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Notes:



 **Review**

To wrap-up, let's discuss what we learned about **Writing and Communicating Biorisk Management Policies?**

What did we learn?      What does it mean?      Where do we go from here?

Slide 32

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# Writing and Communicating Biorisk Management Policy

Review

Notes:

## Action Plan

By the end of this lesson, I would like to:

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*Use space on back, if needed*

Slide 3

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