



4. The primary author verbally reports the injury to the clinic within 24hrs or less, depending on whether it's an emergency. The researcher then prepares a written report for the REC within 24hrs and furnishes a copy to the Student Affairs and Services Center (SASC).
5. The Clinic accepts/fetches the case and intervenes or refer the case, as needed, to another health facility.
6. Clinic monitors the progress of the case in the clinic or elsewhere.
7. The case is released by the clinic or the receiving health facility with a discharge/treatment note.
8. Clinic informs REC that the case was treated or discharged well, disabled, or dead.
9. REC reviews the circumstances of the case during REC meetings to prevent future incidents.
10. REC attaches discharge/treatment note to research folder.
11. REC updates RMSS, Folder index.

POCEDURES:

1. Preventing research-related injuries. Research-related injury prevention involves implementing strict biosafety protocols, providing hazard training, and using appropriate personal protective equipment (PPE) (Desire, 2026).

- **Engineering Controls.** GCM laboratories have been developed to prevent biosafety hazards posed by chemical fumes and waste, as well as microbiological agents. GCM laboratories have biosafety cabinets, emergency shower rooms, and eye pools. The Facilities Management Department will monitor the quality of engineering control measures in these laboratories.
- **Safety Training.** Laboratory technicians and instructors/professors in subjects such as Microbiology, Parasitology, and Biochemistry regularly teach GCM students about chemical & microbiological hazards and how to prevent them. Laboratory technicians and laboratory instructors or professors must provide safety training to GCM students who will be required to conduct research. Heads of non-teaching staff must coordinate with the Center for Health Research & Innovation (CHRI) if their staff need safety training for research involving biosafety procedures.
- **Protections of researchers, research staff, and participants.**
 - o Researchers must use rigorous inclusion/exclusion criteria to protect vulnerable populations, especially for clinical studies. The Informed Consent must clearly disclose potential risks and ensure participants know their rights. Researchers must track participants in high-risk clinical studies to avoid overloading them with multiple studies.
 - o Researchers and research staff are encouraged to maintain their physical and mental wellness during their research.
 - o Available clinical services from GCM shall be rendered to researchers and/or research staff when injured during their research while GCM is open. Injuries sustained during the vacation are not covered by this memo. Available clinical services to participants shall be the responsibility of the researcher or their sponsors. If



available clinical services cannot manage the case, the clinic may refer the case to the appropriate health facility, upon approval of the Vice-President.

2. Immediate Response to Injuries

In the event of a research-related injury (e.g., exposure to hazardous agents, laboratory or field accidents, injuries during school hours), the following steps must be taken immediately:

- **Secure the Scene:** Ensure no further danger exists to the injured person or others.
- **Provide Immediate Medical Care:** Utilize available on-site first aid kits immediately.
- **Seek Medical Evaluation:** Serious injuries, such as severe chemical exposure, significant and/or physical injury, the researcher must proceed to or inform the GCM clinic immediately.
- **Emergency Contact:** For field researchers, contact the Principal Investigator (PI) or the designated Field Team Leader immediately.

3. Reporting Procedures

All research-related injuries must be reported within 24 hours to the REC, even if medical attention is not initially required.

- **Submit Incident Report:** Complete the SAE or SUSAR form and submit it to the REC copy, furnish Sir Allih Kasim Espiñola, GCM Safety Office, and the principal investigator.
- **Documentation:** Document the incident with photos, witness statements, and detailed descriptions of the circumstances, including equipment failures.
- **Safety Officer Review:** The Safety Officer will review all reports to identify root causes and implement corrective and/or preventive actions, such as updated training or equipment repair. He furnishes a copy of his findings to the REC.

4. Medical Care and Compensation Mechanisms

The institution commits to providing comprehensive care for injuries sustained by students, faculty, and/or non-teaching staff during school hours as a result of research activities. Participants care and compensation shall be shouldered by the Principal Investigator and/or the sponsor.

- **Workers Compensation:** All eligible employees will be assisted in filing for workers compensation for medical expenses and lost wages.
- **Emergency Medical Funds:** If a student, non-teaching staff, or faculty is injured in the field, while doing research during school hours, immediate emergency care costs will be covered through the project's emergency funds and/or GCM-provided insurance.
- **No-Fault Coverage:** The institution provides no-fault compensation to researchers or research staff (Henry, Lark, & Pike, 2015) for injuries directly related to research protocols, ensuring treatment is available regardless of liability.



5. Confidentiality

All medical information and incident reports will be handled in accordance with data privacy policies and in compliance with the Philippine Health Research Ethics Board (PHREB, 2026) .

- Compliance with this memo is mandatory. Please contact the [Safety Office] if you have
- questions regarding these procedures.

REFERENCES

- Desire, L. (2026, April 28). Exploring the Causes & Prevention of Research-related Injuries. Retrieved from Desire: <https://legaldesire.com/exploring-the-causes-and-prevention-of-research-related-injuries/>
- Henry, L. M., Lark, M. E., & Pike, E. R. (2015). Just compensation: a no-fault proposal for research-related injuries. *Jour Law & the Biosci*, 645-668.
- PHREB. (2026, April 28). PHREB Policies & Requirements for Accreditation of RECs. Retrieved from PHREB: <https://ethics.healthresearch.ph/index.php/2012-04-19-05-10-10/458-2024-phreb-policies-and-requirements-for-accreditation-for-rec-is-now-available>