

Name of SOP	CEDT JHE317, JHE 318, JHE 318/A, JHE 319, Protocol – COVID-19 Checklist
Effective Date	June 1, 2020
Author	Doris Stevanovic
Reason for SOP	<p>Check All that Apply:</p> <p><input type="checkbox"/> Procedure/Process could cause critical injury.</p> <p><input checked="" type="checkbox"/> Procedure/Process could cause occupational illness.</p> <p><input type="checkbox"/> Procedure/Process could cause environmental impairment.</p> <p><input type="checkbox"/> Procedure/Process could damage University property</p> <p><input type="checkbox"/> Supervisor's discretion.</p> <p>Provide Details:</p>
Approved by (supervisor)	Dr. Andy Knights
Date reviewed by JHSC	June 1, 2020

Definitions

Terms	
Acronyms	RMM – Risk Management Manual JHSC - Joint Health and Safety Committee EOHSS - Environmental and Occupational Health Support Services EPA – Environmental Protection Act OHSА – Occupational Health and Safety Act CEDT Centre for Emerging Device Technologies SDS – Safety Data Sheet

Requirements

<p>Applicable OHSА regulations and / or codes of practice.</p> <ol style="list-style-type: none"> 1. RMM #101 - McMaster University Risk Management System 2. RMM #304 - Working Alone Program 3. https://hr.mcmaster.ca/app/uploads/2020/03/Health-and-Safety-Guideline-for-Research-and-Other-Essential-Work-on-Campus.pdf 4. Employee COVID-19 Checklist https://hr.mcmaster.ca/app/uploads/2020/05/Workplace-COVID-19-Employee-Checklist.pdf
<p>Training and Competency</p> <ol style="list-style-type: none"> 1. Fire Safety 2. WHMIS 2015 3. Chemical Handling and Spills 4. HF Training 5. CEDT Intro 6. Site specific training and qualification. 7. Laser Safety Training 8. Take training for all revised workplace procedures, COVID-19 Checklist

Description of the Task

Location and time of work	JHE- 318, JHE 318/A, JHE319, JHE317
Individuals involved	CEDT Employees, pre-qualified, trained and authorized grad students, and post-doctoral fellows
Equipment and supplies required	Hand Sanitizer, Disinfectant (ethanol based)
Personal protective equipment required	Clean room apparel and gloves. Goggles, face shield, and face mask, where applicable.

Sequential Steps to Complete the Work Safely

<ol style="list-style-type: none">1. Do not come to McMaster University or to the lab if you are feeling unwell.2. Practice Physical Distancing at all times – 2m.3. Wash your hands before entering the lab and after leaving the lab.4. Hand sanitizer is available, but properly washing hands is preferred.5. Book equipment on-line via Q-Reserve. Stagger work times.6. Limit of 5 people in the lab, one in JHE-317, two in JHE-318; one on the ellipsometer and/or one on the sputtering system, one in JHE-318/A and one in JHE-319.7. Make sure that the lab entrance area is vacant before entering.8. Sign into the logbook provided; date, name, time and contact info.9. Sign into the usual logbook for sputtering.10. Wipe and dry any goggles to be worn, with provided disinfectant and wipes.11. Wipe down all surfaces before and after use with provided disinfectant.12. Properly dispose of any gloves if used, when replacing gloves or when leaving the lab.13. Wash hands after leaving lab.
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Contingency Plan and Reporting

Accident / injury response Dial 88, or 905-522-4135. Inform CEDT staff member, and your supervisor.
In the Case of Serious/Critical Injuries Call Security at extension 88 or 905 522-4135 to arrange for medical and emergency services immediately. Apply first aid as needed. Notify your supervisor in case of accident/injury, department, and the CEDT. Complete an Injury/Incident Report.
Equipment Malfunction Inform CEDT staff.
Equipment shutdowns To be communicated to all users.

Environmental Responsibility

Waste disposal procedures Dispose of material waste generated in accordance with disposal considerations listed in the material's SDS. Properly label all waste containers. Dispose of sharps in the appropriately labeled sharps container.
Building air quality Check room temperature and that supply air is working.

References

1. OSHA/ regulations
2. EPA and Municipal environmental regulations
3. RMM #100 McMaster University Environmental Health and Safety Policy
4. Safety Data Sheets (SDS)
5. RMM #300 Safety Orientation and Training Program
6. RMM #301 Standard Operating Procedures

Distribution

1. Faculty of Engineering JHSC (for review)
2. CEDT Director
3. Authorized CEDT facility users