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Effective Date | June 1, 2020
Author | Doris Stevanovic
Reason for SOP | Check All that Apply:
- Procedure/Process could cause critical injury.
- Procedure/Process could cause occupational illness.
- Procedure/Process could cause environmental impairment.
- Procedure/Process could damage University property
- Supervisor’s discretion.
Provide Details:

Approved by (supervisor) | Dr. Andy Knights
Date reviewed by JHSC | June 1, 2020

Definitions

| Terms | Acronyms |
---|---|
| JHSC - Joint Health and Safety Committee
| EOHSS - Environmental and Occupational Health Support Services
| EPA – Environmental Protection Act
| OHSA – Occupational Health and Safety Act
| CEDT Centre for Emerging Device Technologies
| SDS – Safety Data Sheet

Requirements

Applicable OHSA regulations and / or codes of practice.
1. RMM #101 - McMaster University Risk Management System
2. RMM #304 - Working Alone Program
4. Employee COVID-19 Checklist

Training and Competency
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

<table>
<thead>
<tr>
<th>Location and time of work</th>
<th>JHE- 318, JHE 318/A, JHE319, JHE317</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals involved</td>
<td>CEDT Employees, pre-qualified, trained and authorized grad students, and post-doctoral fellows</td>
</tr>
<tr>
<td>Equipment and supplies required</td>
<td>Hand Sanitizer, Disinfectant (ethanol based)</td>
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<tr>
<td>Personal protective equipment required</td>
<td>Clean room apparel and gloves. Goggles, face shield, and face mask, where applicable.</td>
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Sequential Steps to Complete the Work Safely

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.

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. OHSA/ 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