

Name of SOP	CEDT Prep Lab, JHE-A305 – 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 OHS – Occupational Health and Safety Act CEDT – Centre for Emerging Device Technologies SDS – Safety Data Sheet

Requirements

<p>Applicable OHS 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. Take training for all revised workplace procedures - COVID-19 Checklist

Description of the Task

Location and time of work	JHE-A305
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	Lab coat, gloves, goggles, face shield, and face mask, where applicable.

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 before or 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. No more than 2 persons in the lab, one on the left side and one the on right, or at back.
7. Make sure that the lab entrance is vacant before entering.
8. Sign into the Log book provided; date, name, time and contact info.
9. Sign into the usual A-305 log sheets.
10. Do not share lab coats.
11. Wipe and dry goggles to be worn, and face shields, if applicable, with provided disinfectant and wipes.
12. Wipe down all surfaces before and after use- laminar flow benches, microscopes, etc. with provided disinfectant.
13. Properly dispose of gloves when replacing gloves or before leaving the lab.
14. Bundle up your lab coat, compact down, and store in the provided plastic bag. Label bag with your name.
15. Sign out as usual, on the A305 log-sheet.
16. Wash hands at sink in lab, or after leaving lab.

Contingency Plan and Reporting

<p>Accident / injury response</p> <p>Use the emergency push button on the wall by the sink or call Security at: 905 522-4135. Note that there is no phone in this lab.</p> <p>Inform CEDT staff member, Doris Stevanovic and your supervisor.</p> <p>In the Case of Serious/Critical Injuries</p> <p>Call Security at extension 88 or 905 522-4135, to arrange for medical and emergency services immediately. Apply first aid as needed.</p> <p>Notify your supervisor in case of accident/injury, department, and the CEDT. Complete an Injury/Incident Report.</p>
<p>Equipment Malfunction</p> <p>Inform CEDT staff.</p>
<p>Equipment shutdowns</p> <p>To be communicated to users.</p>

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 and sharp substrates in appropriately labeled sharps containers.

Building air quality

Check that exhaust is working on all laminar flow hoods, prior to using.

References

1. OSHA/ regulations
2. EPA and Municipal environmental regulations
3. RMM #100 McMaster University Environmental Health and Safety Policy
4. Material Safety Data Sheets (MSDS)
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