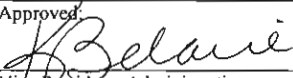
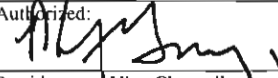
 <p>McMaster University Risk Management Manual</p>	<p>RMM: # 301 Title: Standard Operating Procedures (SOP's) Program</p>	<p>Date: Nov 2008 Page: 1 of 6</p>
<p>Submitted: Risk Management Support Group</p>	<p>Approved:  Vice President, Administration</p>	<p>Authorized:  President and Vice-Chancellor</p>

1 PURPOSE

- 1.1 To provide for the protection of faculty, staff, students and the environment by defining minimum requirements to accomplish safe work and use of equipment practices or protection of the environment.
- 1.2 To ensure compliance with the Occupational Health and Safety Act and other Statutes and Regulations pertaining to Occupational Health and Safety and Environmental Protection.

2 SCOPE


- 2.1 All faculty, staff, students, volunteers, visitors and contractors.

3 RELATED DOCUMENTS

- 3.1 Ontario Occupational Health and Safety Act (See Appendix A)
- 3.2 Regulations Under the Occupational Health and Safety Act, R.S.O. 1990
- 3.3 Federal and Provincial Environmental Protection Acts.
- 3.4 Federal Transportation of Dangerous Goods Act, SOR/2007-179
- 3.5 Ontario Fire Code.
- 3.6 The Canadian Nuclear Safety and Control Act and Regulations (1997, c.9)
- 3.7 Health Canada Laboratory Biosafety Guidelines, 3rd edition 2004.
- 3.8 McMaster University Health & Safety Policy, RMM 100
- 3.9 McMaster University Risk Management Manual.
- 3.10 Manufacturers Equipment Manuals (specific to each individual piece of equipment)
- 3.11 Job Hazard Analysis Program, RMM 324

4 DEFINITIONS / ACRONYMS

- 4.1 Critical Injury: - Critical injury as defined by the OHSA means: An injury of a serious nature that:
 - (a) places life in jeopardy;
 - (b) produces unconsciousness;
 - (c) results in substantial loss of blood;
 - (d) involves the fracture of a leg or arm but not a finger or toe;
 - (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe;

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- (f) consists of burns to a major portion of the body ; or
- (g) causes the loss of sight in an eye.

4.2 Occupational Illness / Disease – An illness that has its etiology in the work environment. It may be caused by acute or chronic exposure to physical, chemical or biological agents in the workplace. It may appear months or years after the exposure has occurred;

4.3 Standard Operating Procedures (SOP's) – Written procedures required by the OHSA under specific regulations and by McMaster University Programs that define the techniques, processes and best practices required to prevent injury and / or occupational illness or damage to University equipment or the environment.

4.4 Supervisor – Person who has charge of a workplace or authority over a worker.

4.5 Worker – Person who performs work or supplies services for monetary compensation

4.6 Acronyms:

BPAC – Biosafety Presidential Advisory Committee.

CJHSC – Central Joint Health and Safety Committee

CNSC – Canadian Nuclear Safety Commission

EOHSS – Environmental & Occupational Health Support Services

HPAC – Health Physics Advisory Committee

JHSC – Joint Health and Safety Committee.

MNR – McMaster Nuclear Reactor

OHSA – Occupational Health and Safety Act, R.S.O. 1990

RMSG – Risk Management Support Group (EOHSS, Faculty of Health Sciences Safety Office, Employee Health Sciences, Senior Health Physicist, Workplace Health and Benefits, Parking and Security Services and Director of Workplace Health and Benefits)


EPA – Environmental Protection Act, R.S.O. 1990, c.E.19

5 RESPONSIBILITIES

5.1 Role of Senior Managers (Deans/ Directors / Chairs):

Senior Managers shall:

- provide the support and resources necessary to implement and maintain the development and implementation of required SOP's.

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5.2 **Role of Supervisor:**

The responsible supervisor shall:

- ensure that all assigned work is assessed for the need to provide an SOP;
- provide SOP's for work assignments and projects that have the potential to cause critical injury, occupational illness or environmental impairment and/or lost time from work;
- ensure that SOP's for work under their supervision incorporate best practices and every reasonable precaution to protect health, safety and the environment;
- consult with individuals involved in the task(s) requiring an SOP and incorporate agreed upon procedures;
- refer to the McMaster Risk Management Manual and relevant statutes when assessing the need for an SOP - (See Section 3.);
- follow the guidelines noted in Section 6 of this Program when drafting an SOP;
- review written instruction in equipment manuals that may be used as a stand alone SOP or form part of an SOP;
- consult with the appropriate RMSG office as required when drafting an SOP;
- make copies of all employee related SOP's, available to the JHSC during routine safety inspections and accident / incident investigations;
- ensure that all individuals involved in the work are provided with appropriate training and any required personal protective equipment to conduct the work safely; and,
- ensure that work is carried out according to established SOP's.

5.2 **Worker / Student:**


Workers and students shall:

- participate in the development of SOP's;
- follow the procedures prescribed in SOP's to protect their health and safety and the environment;
- use protective equipment as prescribed in the SOP; and,
- report all incidents involving injury and or illness, property damage or environmental impairment immediately to the supervisor.

5.3 **Joint Health and Safety Committees (JHSC's):**

The JHSC's shall:

- review and comment on work related SOP's generated in the area represented by the JHSC upon either's request; and,
 - review the application of workplace SOP's during annual safety inspections.
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5.4 **Role of Central Joint Health and Safety Committee:**

The CJHSC shall:

- review the Standard Operating Procedures Program on an annual basis.

5.5 **Risk Management Services Group (RMSG):**

RMSG shall:

- advise on the need for and development of SOP's;
- design, implement and update programs that define the regulatory requirement and technical content for SOP's;
- provide training programs designed to support the implementation of SOP's e.g. Confined Space Entry, Lockout / Tag out, Asbestos Management, Persons Working Alone, Field Trips and Electives, Hot Work Permits etc; and
- conduct period audits of the effectiveness of current SOP's being used in the workplace


6 **PROCEDURAL GUIDELINES**

6.1 **Drafting an SOP**

The following standard format shall be used when drafting a SOP.

N.B. Before using this standard format check for other SOP procedural requirements established by legislation and/or University Programs and use the appropriate prescribed guidelines and format e.g. CNSC guidelines for procedures in the MNR, McMaster University procedures for SOP's related to biosafety projects, use of radioisotopes, confined space entry, hazardous waste disposal, asbestos abatement, transportation of dangerous goods etc. (See Risk Management Manual).

- **Name of the Standard Operating Procedure**
 - i Effective date
 - ii author
 - iii reason for the SOP
 - iv supervisory approvals required and notices to be posted or served e.g. equipment shut down, asbestos abatement etc.
 - **Definitions**
 - i terms
 - ii acronyms
 - **Requirements**
 - i applicable OHS regulations and / or codes of practice
 - ii training and competency
 - **Description of the Task**
 - i location and time of work
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- ii individuals and skills required
- iii equipment and supplies required
- iv personal protective equipment required
- v sequential steps to complete the work safely

- **Contingency Plan and Reporting**

- i accident / injury response
- ii spill response
- iii equipment shutdowns (fume hoods, ventilation systems etc.)

- **Environmental Responsibility**

- i waste disposal procedures
- ii building air quality

- **References** – OHSA / Regulations, EPA and Municipal by-laws, McMaster University Programs / Policy, Material Safety Data Sheets (MSDS).


- **Distribution**

- i individual workers
- ii JHSC

7 RECORDS

To facilitate internal and regulatory audits, copies of SOP's will be retained and filed as follows:

- 7.1 **Retention:** Copies of SOP's shall be retained for a period of three years beyond the completion of the task or project;
- 7.2 **Filing:** Copies of SOP's will be kept by:
 - The supervisor responsible for implementing the SOP shall maintain a copy of the SOP on file.

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Appendix A

Excerpt from Ontario Occupational Health and Safety Act:

Section 27 (1) Duties of supervisor - A supervisor shall ensure that a worker,

- (a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- (b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;

Section 27(2) Additional duties of supervisor – Without limiting the duty imposed by subsection (1), a supervisor shall,

- (a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
 - (b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker; and
 - (c) take every precaution reasonable in the circumstances for the protection of a worker.
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