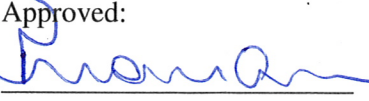

 <b>McMaster University Risk Management Manual</b>	<b>RMM: # 301</b> <b>Title: Standard Operating Procedures (SOPs) Program</b>	<b>Date: April 2011</b> <b>Page: 1 of 6</b>
<b>Submitted: Risk Management Support Group</b>	<b>Approved:</b>  <b>Vice President, Administration</b>	<b>Authorized:</b>  <b>President and Vice-Chancellor</b>

## 1 PURPOSE

- 1.1 To provide for the protection of faculty, staff, students and the environment by defining specific minimum requirements to establish safe work practices.
- 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 R.S.O. 1990
- 3.2 Federal and Provincial Environmental Protection Acts.
- 3.3 Federal Transportation of Dangerous Goods Act, SOR/2007-179
- 3.4 Ontario Fire Code, Reg 213/07
- 3.5 The Canadian Nuclear Safety and Control Act and Regulations (1997, c.9)
- 3.6 Health Canada Laboratory Biosafety Guidelines, 3rd edition 2004
- 3.7 McMaster University Health & Safety Policy, RMM#100
- 3.8 McMaster University Risk Management Manual, Programs as applicable
- 3.9 Manufacturers Equipment Manuals (specific to each individual piece of equipment)
- 3.10 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;
    - (f) consists of burns to a major portion of the body ; or
    - (g) causes the loss of sight in an eye.
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- 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 (SOPs)** – Written and communicated 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:**
- PBAC –Presidential Biosafety 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
- EPA – Environmental Protection Act, R.S.O. 1990, c.E.19
- SOP – Standard Operating Procedure

## 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 SOPs.

### 5.2 **Role of Supervisors:**

Supervisors shall:

- ensure that all assigned work is assessed to determine if an SOP is required;
  - consider SOPs 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 SOPs for work under their supervision incorporates best practices and every reasonable precaution to protect health, safety and the environment;
  - consult on original content and upgrades if appropriate with individuals involved in the task(s) requiring an SOP;
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- 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 to form part of an SOP;
- consult with the appropriate RMSG office drafting an SOP if advice is required;
- make copies of all employee related SOPs 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;
- ensure that work is carried out according to established SOPs; and,
- review SOPs regularly following an incident, injury or change in process.

### 5.3 **Worker / Student:**

Workers and students shall:

- participate in the development of SOPs;
- follow the procedures prescribed in SOPs 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.

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

JHSC's shall:

- review and comment on work related SOPs upon request; and
- review the application of workplace SOPs during safety inspections.

### 5.5 **Role of Central Joint Health and Safety Committee:**

CJHSC shall:

- review the Standard Operating Procedures Program on a regular basis.

### 5.6 **Risk Management Services Group (RMSG):**

RMSG shall:

- advise on the need for and development of SOPs;
  - design, implement and update programs that define the regulatory requirement and technical content for SOPs;
  - provide training programs designed to support the implementation of SOPs e.g. Confined Space Entry, Lockout / Tag out, Asbestos Management, Working Alone, Field Trips and Electives and Hot Work Permits etc;
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## 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 SOPs 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 OHSA regulations and / or codes of practice
    - ii. training and competency
  - **Description of the Task**
    - i. location and time of work
    - 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)
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- **Distribution**

- i. individual workers
- ii. JHSC if requested

## **7 RECORDS**

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

- 7.1 **Retention:** Copies of SOPs shall be retained for a period of three years beyond the completion of the task or project
  - 7.2 **Filing:** Copies of SOPs shall be kept by:
    - The supervisor responsible for implementing the SOP (electronic or paper).
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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 a 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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