
| SOP | Date | Author | Version |
|-------------|----------------|---------------------------------------|---------|
| SOP-General | April 10, 2018 | Fine Arts Health and Safety Committee | 1.0 |

Description

General Standard Operating Procedures (SOP) for work in Faculty of Fine Arts

The word “Laboratory” in this document includes, laboratories, shops, venues, galleries etc.

Procedures

| Step | Description |
|------|--|
| 1 | <p>Prior starting work in laboratory/shop/venue</p> <ul style="list-style-type: none">• Do not work alone.• Review area guidelines concerning use of evacuation, equipment, behavior and conduct, food, incident/near miss reporting, signage etc.• Ensure that you are properly attired• Remove and put aside any personal devices such as cellphones, earbuds, or headphones• Wear your personal protective equipment (PPE) as required for your work area.• Ensure all safety/first aid/fire extinguishers/safety equipment is operational• Locate Material Safety Data Sheets (MSDS)• Ensure that your workspace is clean.• Evaluate your project to ensure that you have adequate time for cleaning up. |
| 2 | <p>While working</p> <ul style="list-style-type: none">• Follow the approved procedures for your work and use of associated tools. |

| Step | Description |
|------|---|
| 3 | <p>After work is done</p> <ul style="list-style-type: none"> • Stop your work 10/20 minutes prior to end of working session to ensure that you have adequate time to clean-up. • Dispose hazardous waste according Concordia hazardous waste disposal policy • Dispose of other waste materials in a sustainable manner. Recycle or re-use discarded materials within the laboratory or through Concordia University Centre for Creative Reuse (CUCCR) http://www.cuccr.ca |

Additional documents

| Document | Description |
|------------------------------------|---|
| Machine /tool operation procedures | As per each laboratory/shop/venue |
| Shop protocol | Includes list of appropriate Personal Protective Equipment, authorized use of equipment, behavior/conduct and food |
| Signage | Up-to-date signage used in laboratory/shop/venue, including location of first aid kits and fire extinguishers |
| Emergency | Official Concordia emergency procedures. https://cspace.concordia.ca/resources/facilities/emergency.html |
| Injury/Near miss | Document https://cspace.concordia.ca/content/dam/concordia/services/safety/docs/EHS-FORM-042_InjuryNearMissReportEN.pdf |
| Policies | Related Concordia policies https://cspace.concordia.ca/resources/facilities/safety/policies-and-guidelines.html |
| Material safety data Sheet (MSDS) | Documentation as per each laboratory/shop/venue |

| Document | Description |
|--|--|
| Workplace Hazardous materials Information System (WHMIS) | Training procedures http://www.concordia.ca/campus-life/safety/training.html |
| Hazardous waste disposal | Official Concordia waste disposal procedures and policy http://www.concordia.ca/campus-life/safety/Hazardous-Waste-Disposal.html |
| Checklists | EH&S Safety Orientation Checklist for Laboratories, Studios & Workshops https://cspace.concordia.ca/content/dam/concordia/services/safety/forms/EHS-FORM-037_SafetyOrientationChecklist_LabVersion.pdf |

EH&S documents can be found online in CSpace under Safety Guidelines / Fine Arts Safety

<https://cspace.concordia.ca/resources/facilities/safety/policies-and-guidelines.html>