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| **Department:** |  |
| **SOP Title:** |  |

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| --- | --- | --- | --- |
|  | **NAME** | **TITLE** | **DATE** |
| **Author** |  |  | Click or tap to enter a date. |
| **Approved By** |  |  | Click or tap to enter a date. |

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| **Revision History**  | **NAME** | **TITLE** | **DATE** |
|   |  |  | Click or tap to enter a date. |

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| **1.0 Scope** |

This SOP outlines the ***[Department/School]*** safety measures for ***[Equipment/Process]*** including required PPE, emergency information, operational procedures, and identified hazards and risks.

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| **2.0 Purpose and Introduction** |

The purpose of this document is to provide a detailed guideline of health and safety measures for ***[Equipment/Process]*** including required PPE, emergency information, operational procedures, and identified hazards and risks.

*Include any necessary background information, if required*.

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| **3.0 Emergency Information** |

**3.1 Emergency Contacts**

*Outline emergency contacts, including applicable managers, supervisors, technologists, security, etc.*

**3.2 Emergency Procedures**

*Include any emergency information specific to the equipment/process, e.g., what to do in the event of a spill.*

Detailed information regarding emergency procedures for Fleming College are located on the security website: <https://department.flemingcollege.ca/security/emergency-procedures/emergency-procedures-3/>

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**3.3 Safety Equipment**

*Outline location of safety equipment, such as telephones, fire exits, fire extinguishers, first aid kit, eyewash/shower, etc. as applicable.*

**3.4 Safety Data Sheets**

*Outline physical location or how to access if applicable.* The Fleming College Online SDS Database can be found [here](https://chemmanagement.ehs.com/9/1AF63D61-19CC-47DD-9200-978CCC02F75C/ebinder) or scan the QR code on a Health & Safety green board.

**3.5 Gas Shutoffs**

*Outline location, if applicable.*

**3.6 Electrical Panels/Circuit Breakers**

*Outline location, if applicable.*

**3.7 Report an Incident/Accident or Near Miss**

If you require First Aid or an ambulance while you are at the Frost and Sutherland campuses call:

1. Immediately call 911 (if you do not require an ambulance please skip to #2)
2. Dial 4444 from any campus phone and request First Aid assistance or Use the Fleming Safe App on your phone
3. Security will send a First Aid Responder to your location immediately

Campus Security will help direct emergency crews to your location saving valuable response time.

Visit <https://department.flemingcollege.ca/safety/report-an-incident/> to complete the appropriate reporting form.

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| **4.0 Definitions/Acronyms** |

*Outline any applicable definitions/acronyms.*

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| **5.0 Roles and Responsibilities**  |

*Specify who is responsible for performing the SOP and who is authorized to perform the procedure. Use position titles rather than specific names of individuals who will perform the procedure.*

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| **6.0 Operational Procedures** |

**6.1 Required Training**

*Include any required certifications, licences, or training applicable to using the equipment/process.*

**6.2 Pre-Operational Safety Checks**

*What measures need to be taken before using equipment/process?*

**6.3 Procedure**

*Outline usage guidelines and a step-by-step procedure. Include any relevant images.*

**6.4 Location, Storage, and Maintenance**

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| **7.0 Identified Hazards and Risks** |

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| **Symbol/Image** | **Hazard/Risk** |
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|  |  |

*Use symbols of hazards below (if applicable) and/or images. Include written detail or other symbols if needed.*

*Click here:* [*WHMIS Symbols to copy and paste*](https://department.flemingcollege.ca/safety/attachment/5030/view)

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| **8.0 Required PPE and Precautionary Measures** |

**8.1 Hygiene**

*e.g., food/drink, sanitization, hand washing etc.*

**8.2 Housekeeping**

**8.3 Personal Protective Equipment and Dress**

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| **PPE** | **Instructions** |
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*List PPE and/or appropriate dress in relation to equipment/process. Include applicable images or instructions/details.*

**8.4 Other**

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| **9.0 Environmental Considerations** |

*Outline any environmental considerations or conditions when the activity can/cannot be performed, e.g., weather, temperature etc.*

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| **10.0 References** |

*Including any applicable standards and legislation.*