
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. Emergency management - Concordia University
Injury/Near miss	Document Injury/Near-miss Reporting - Concordia University
Policies	Related Concordia policies Policies and Guidelines - Concordia University
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://hub.concordia.ca/content/dam/concordia/services/safety/forms/EHS-FORM-108_NewEmployeeOrientationChecklist.pdf

EH&S documents can be found online in [Carrefour Policies and Guidelines - Concordia University](#)