Safe Operating Procedure

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| --- | --- | --- | --- |
| **General** | | | |
| Dept: |  | Date: |  |
| Procedure: |  | Revision #: |  |
| Principle Investigator: |  | PI Phone: |  |
| PI Signature: |  | | |

\*Complete and [submit an incident report](https://uwaterloo.ca/safety-office/incidents-and-emergencies/incident-and-hazard-reporting) for all incident and near-misses

# Procedure Summary

<Describe in the purpose of the project and protocol being used. Also include any other SOPs that may require referencing.>

# Risks

This safe operating procedure was developed in response to the risk assessment completed under the [University of Waterloo’s Risk Assessment Program](https://uwaterloo.ca/safety-office/health-safety-management/risk-assessment#:~:text=As%20part%20of%20the%20University's,place%20to%20manage%20those%20hazards.).

The process specific risk assessment can be found here: *insert location.*

# Training

Prior to completing this task the following training must be completed and documented.

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| --- | --- |
| **Training Type** | **Training Details** |
| Online Training | *<List necessary Courses. Visit the* [*Safety Office training page*](https://uwaterloo.ca/safety-office/training) *to view available online courses.* |
| Document Review | *Review of risk assessment, operator’s manual, SDSs and SOP.>* |
| Practical Training | One-on-One training with <*list competent individual>* |

# Tools and Equipment Required

* Text

# Personal Protective Equipment

Lab coat and close-toed shoes are mandatory for all lab work!

Shop coat and safety glasses required for all shop work!

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| --- | --- | --- |
| **PPE Type** | **PPE Storage Location** | **When it is Worn** |
| *e.g. Faceshield or wrap around glasses, chemical compatible gloves.* | *Left shelf above computer workstation* | *During pouring and mixing of flammable solvents* |
| *e.g. Faceshield or wrap around glasses, chemical compatible gloves, acid resistant apron* | *Left shelf above computer workstation* | *During pouring and mixing of acids/caustics* |
| *e.g. Faceshield or wrap around glasses, leather gauntlets* | Cabinet 1, at entrance | Working with cryogens |
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# Start-Up Procedure

List steps here. These steps should be in sufficient detail and clearly expressed to enable a trained person to select appropriate supplies and PPE, ensure the work area is prepared (i.e. clean and free of other hazards), and ensure any equipment used is in good working order.

Include an equipment specific pre-use inspection based on manufacturer guidelines when using equipment.

# Operating Procedure

List steps here. These steps should be in sufficient detail and clearly expressed to enable a trained person to perform the procedure without supervision. Including diagram or picture may be helpful. Reference any safety precautions that the worker should be particularly aware of or what they should avoid.

# Shut-Down Procedure

List steps here. These steps should be in sufficient detail and clearly expressed to enable a trained person to perform the steps for a safe shutdown of all equipment, and clean-up of all waste, including hazardous wastes.

# Procedure Review

This procedure shall be reviewed annually by the author to ensure it reflects the most current conditions.

# Sign-Off

By signing the sheet below, you acknowledge that you have:

1. Completed the necessary training as per the Training section described above including review of the process specific risk assessment
2. You have completed practical training and had the opportunity to ask questions

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| --- | --- | --- |
| **Name (Print)** | **Signature** | **Date** |
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# Record of Revisions

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| --- | --- | --- | --- |
| **Date** | **Author/Editor** | **Change** | **Version** |
| Date | Name | * NEW | V1 |