

# INDIVIDUAL RISK ASSESSMENT NOTES

## ROLES AND RESPONSIBILITIES

- It is the individual's responsibility ensure a risk assessment is completed prior to entry into any laboratory setting (with the exception of computer labs) or machine shop.
- The supervisor/instructor of the laboratory has the ultimate decision to grant/deny a service animal's access to the facility. Written documentation regarding the reason for denial shall be provided to the individual, upon request.
- A copy of the completed risk assessment shall be given to AccessAbility Services (for students) or Employee Health and Accommodations (for employees) for recordkeeping.
- A re-assessment is required for each course or event that occurs in the space.

## RULES

- A risk assessment should be individually completed, with consideration of the species and size of the animal, the nature of facility, hazards encountered, duration and severity of risk, probability of harm or injury, and availability of risk mitigation.
- If an individual emergency response plan is in place for the individual, it should also take into account the service animal (e.g. exposure to hazardous material or injury, a spill in the laboratory, evacuation of the laboratory or the building, etc.).
- Should an incident related to the service animal occur (e.g. exposure, injury, etc.), the individual shall follow similar processes in incident reporting as outlined in Safety Office guidelines. Service animals are not generally permitted in laboratories utilizing risk group 2 or higher biological materials, where pathogens are collected or processed, where radioactive materials (open sources) are used, and/or where high hazard materials are used and represent a risk of exposure to the animal.
- Service animals are generally not permitted in animal research facilities or in laboratories where research animals are handled.
- Service animals should be located in the safest area possible (e.g. adjacent office, laboratory entry) and placed in an appropriately sized, well-ventilated crate.
- No dog beds or fabric pads are allowed in the laboratory.
- Disposable plastic-backed absorbent lab paper or pet pads for the animal to rest on during the lab is to be used, to protect them from whatever might be on the surface.
- The individual is responsible for providing their service animal with appropriate personal protective equipment (PPE) to prevent exposure to hazardous chemicals, broken glass or other hazards, as needed. Examples of such PPE include, but not limited to:
  - Disposable or reusable boots to cover the feet
  - Disposable lab coats



**INDIVIDUAL RISK ASSESSMENT FOR SERVICE ANIMALS FORM**

Applicant Information	
Full Name:	
Email:	
Phone Number:	
Faculty/Department:	
Name of Supervisor/Instructor:	
Location:	
Type of Facility	
Duration of Lab Activities (Dates):	

Animal Information	
Animal Type:	
Animal's Breed:	
Animal's Size (Weight and Height):	

**TO BE COMPLETED BY THE SUPERVISOR / INSTRUCTOR****PART A – RISK IDENTIFICATION**

1. Does this facility utilize risk group 2 or higher biological materials?

☐ Yes      ☐ No

If yes, please describe.

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2. Does this facility collect or process pathogens?

☐ Yes      ☐ No

If yes, please describe.

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3. Does this facility use where radioactive materials (open sources)?

☐ Yes      ☐ No

If yes, please describe.

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4. Does this facility use high hazard materials?

☐ Yes      ☐ No

If yes, please describe.

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5. Does this facility handle or house research animals?

☐ Yes      ☐ No

If yes, please describe.

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6. Overall, do you believe there is a risk of exposure to the service animal?

☐ Yes      ☐ No

If yes, please describe.

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#### Instructions for Next Steps:

If **Yes** was answered on any of the above questions, service animal access to the facility will be **denied**. Please submit this form to AccessAbility Services (students) or Employee Health and Accommodations (employees) for alternate accommodation planning. Do not proceed to Part B and C.

If **No** was answered to all of the above questions, please proceed to Part B and C, and submit the completed form to the Safety Office for review and final approval.

**PART B – HAZARD IDENTIFICATION**

Type of Hazard	Duration/ severity of risk	Probability of harm/ injury	Risk mitigation plan	Emergency response plan

**PART C – ACTION PLAN**

Based on the above assessment, the noted service animal is permitted within this facility. The below actions will be taken for the health and safety of the animals, all individuals utilizing the facility, and the property of the University.

Measures Taken (e.g., location of animal, protective equipment required, surface area protection)	Responsible Party (individual/ supervisor/ department, etc.)	Completion Date (DD/MM/YYYY)



**Completed by:**

<i>Signature of Supervisor/Instructor:</i>	<i>Date (DD/MM/YYYY):</i> _____
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**Signature of Applicant:**

*By signing below, I have been made aware of the risks associated with the health and safety of my service animal while within the laboratory. I accept ownership of such risk and release the University of all responsibility and costs associated with damages or harm caused to the animal as a result of regular activities performed within this laboratory setting.*

<i>Signature of Applicant:</i>	<i>Date (DD/MM/YYYY):</i> _____
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**Approved by Safety Office:**

<i>Signature of Safety Office Representative:</i>	<i>Date (DD/MM/YYYY):</i> _____
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## SERVICE ANIMAL BEHAVIOURAL EXPECTATIONS IN LABORATORIES

The following are the behaviour expectations for services animals while in a laboratory:

1. If the service animal is present in the lab, the animal must be trained to “stay” and “leave it” (or equivalent behaviour).
2. The service animal must not vocalize inappropriately.
3. If the service animal is trained to alert by vocalizing, the instructor or supervisor must be aware of the circumstances under which the animal would vocalize. Disruptive, extended vocalizing will not be permitted, unless in proper context.
4. The service animal must not behave aggressively towards other people – snapping, snarling, growling, charging, swiping, etc.
5. The service animal must not jump up on or physically contact other people.
6. The people in the laboratory will be informed that the animal is always working.
7. Interaction with the service animal is by permission of the owner/handler and only permitted outside of the laboratory.
8. If the service animal displays any of the unwarranted behaviours, the animal will not be permitted in the laboratory until documented and demonstrated remediation has occurred.

*I agree with the expectations set out above, and understand the University reserves the right to revoke my service animal access if the laboratory activities and/or environment changes, or if the animal is found in contravention to the above noted behaviours.*

*Signature of Applicant:*

*Date (DD/MM/YYYY):*

