

Standard Operating Procedure Safety Orientation and Training			
SOP Number:	SOP-SOT-02	Category:	Administrative
Supersedes:	SOP-SOT-01	Original Date:	December 1, 2017
		Revised:	May 1, 2019
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Issued by: Director, Health Sciences Research			

1.0 POLICY

Safety orientation and training will be provided to all users of the W.J. Henderson Centre for Patient-Oriented Research (WJHCPOR) to ensure that all users are familiar with best practices and potential hazards while conducting research activities in WJHCPOR and to reduce the potential for incidents and accidents that may cause injury, and/or illness, to themselves, other users, research participants, volunteers, and/or Kingston Health Sciences Centre (KHSC) employees. It is the responsibility of the Kingston General Health Research Institute (KGHI) to review all concerns brought forward by users of the WJHCPOR related to health and safety issues and to provide correction action immediately.

2.0 PURPOSE

All users accessing the WJHCPOR will have documented evidence of safety orientation and training related to physical layout of the facility, the proper use of centre-specific research equipment, cleaning best practices, potential risks/hazards (including working alone), emergency, occupational health and fire safety (including calling codes), and incident reporting. Additional training related to the Level 2 Biohazards Lab (Research Centrifuge Room/Research Freezer Room) and the Clinical Investigation Unit is available to users, if required.

3.0 RESPONSIBILITY

Users are responsible for:

- Attending all required safety orientation and training sessions related to using various areas within the WJHCPOR and equipment. See Appendix A "Safety Checklist-Orientation of New Users".
- Participating in all refresher courses, as required.
- Reviewing all standard operating procedures (SOPs) of the WJHCPOR.

KGHRI is responsible for:

- Providing all users of the WJHCPOR with safety orientation and training before conducting research activities within the WJHCPOR.
- Providing refresher courses to users of the WJHCPOR, as required.
- Maintaining all training records for users of the WJHCPOR.
- Working with both KHSC's Occupational Health & Safety and Queen's University Environmental Health & Safety departments in reviewing and evaluating the training programs and adapting as required.

4.0 SOP HISTORY

SOP Number	Date Issued	Summary of Revisions
SOP-SOT-01	01-DEC-2017	Original version.
SOP-SOT-02	01-MAY-2019	Bi-annual review of SOP completed. SOP header format updated. SOP version number updated. SOP effective date updated. Removed "Contacts" section from SOP. Updated section number for "SOP History". Updated "SOP History" section. Updated Appendix A.