

# Standard Operating Procedure

## General Access to the School of Health in the PC Building

### PC-SOP-GA-007-v05

#### Revision History

Version	Reason for Revision	Date
05	To reflect current practices.	October/25/2024

## I. Overview

### *1.1. Purpose*

This Standard Operating Procedure (SOP) is to ensure that School of Health (SOH) facilities and property in the PERFORM Centre (PC) building are only accessed for authorized purposes, that compliance is achieved with all Environmental Health & Safety and University regulations, and to provide an open and safe environment that contributes towards meeting the research, education and community objectives of the School of Health.

### *1.2. Responsibility*

It is the responsibility of users to familiarize themselves with the requirements for access. It is the responsibility of the SOH staff and all users to ensure the safe operation of infrastructure and security of participants and to comply with this SOP.

## 2. Definition of Terms

Manager or Supervisor	Person responsible for all activities in a SOH platform or area such as the athletic therapy clinic, clinical analysis suite, PERFORM gym, etc.
CERT responders	SOH staff that assist during evacuations and other emergencies that may occur in the PC building.
Participant	Person who is a registered gym member, enrolled in community programs/projects and/or research programs/projects.
User	Person using space or equipment belonging to the SOH that has received adequate technical and safety training.

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### 3. General conditions

The SOH requires the following conditions to ensure safe and effective use of its areas by providing controlled access to research teams, staff and users.

- 3.1. Concordia University's security department is responsible for the distribution of keys and access cards. Loss of access card or keys must be reported to security by phone at 3717 or by email as well as to the SOH facilities coordinator.
- 3.2. The SOH facilities coordinator will authorize access taking into consideration factors such as nature of activity, personal safety, and control for staff and other users not part of a research team.
- 3.3. Individuals issued a key/card access are provided authorized access only to areas to which they have been approved for a designated period of time.
- 3.4. The Principal Investigator (PI) or designate will submit the online request for access form for any user to the SOH Lead, Research Operations or relevant via the online booking system (BookR).
- 3.5. It is recommended that all users read this SOP prior to accessing the facilities.
- 3.6. It is the responsibility of the manager and/or supervisor as well as the principal investigator (PI) to ensure that all users of an area follow all required SOPs and relevant Platform Operating Documents (POD's) once access is provided. This includes use of BookR – the names of the users must be clearly indicated when booking infrastructure or spaces.
- 3.7. Once issued, keys/cards are not transferrable, and the user is held responsible for their safekeeping. The manager and/or supervisor, designee or the principal investigator will ensure that if any user of their team no longer requires access, their keys are returned to security, or security is notified to deactivate their access cards unless the access has already expired.
- 3.8. All platform visitors must be accompanied by an authorized user or SOH staff.

### 4. Facilities, services and Concordia employees

Concordia University employees that conduct maintenance or service equipment/facilities will have access in the following manner:

- 4.1. Employees from facilities as well as service engineers conducting routine maintenance or assessments that do not interfere with project activities, have access to the PC building. Distribution has access to the loading dock.
- 4.2. Employees conducting occasional repairs, maintenance or visits must make an appointment prior to arriving so as not to disturb any activities. The SOH facilities coordinator will advise managers, supervisors and/or researchers if there is any maintenance activity during work hours or planned after hours.

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- 4.3. Employees of Distinction (housekeeping) have pre-authorized access to the building after hours in approved areas only. Daytime employees needing access to a restricted area require a SOH employee in charge of that area to provide them with access.
- 4.4. Security has access to all sections of the building to ensure the safety of the building and the users. The only exception is the imaging suite, specifically rooms containing the MRI and PET as well as areas where radioactivity is used. Access to these rooms and areas must be approved and/or supervised by the appropriate SOH staff.

## **5. Community engagement and research participants**

Participants are pre-cleared for entry by either taking part in a research project or a community program. Participants will always be accompanied by an approved user with access to the facilities or will be invited to wait for their appointment in the main reception area. Gym members will have independent access to the locker rooms and the conditioning floor.

## **6. After-hours access**

For users needing access to the facilities after 11:00pm, a list will be provided to Security as authorized users. Those not on the list will not be given access to the premises, and must contact the SOH facilities coordinator to arrange clearance.

## **7. Emergency Access**

In response to an emergency, access will be granted to all firefighters, first responders or police officers. Accredited individuals who arrive for an unannounced inspection will be allowed access and accompanied by a SOH staff member. Emergency access for workers to undertake emergency repairs will be granted following normal operating procedures with the exception of the MRI room, which is off limits to everyone except when they are cleared by the MRI technologist.

## **8. Asset Management**

- 8.1. The Administrator, Budget and Personnel (or relevant), keeps an updated list of inventory and ensures all equipment is tagged.
- 8.2. It is the user's responsibility to ensure that they follow all SOPs and PODs when operating equipment. For more details, refer to the asset management SOP, PC-SOP-GA-004.

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## 9. Incidental Findings

- 9.1. SOH staff members or users will report an incidental finding to the Principal Investigator for the relevant project. For more details, refer to the guidelines for management of incidental findings, PC-SOP-GA-011.
- 9.2. PIs will follow the guidelines from the Ethics board responsible for the research project.
- 9.3. It is the PI's responsibility to follow up and communicate with the participant as needed.

## 10. Incidents and Near-misses

- 10.1. In case of an emergency see section below. For non-emergency incidents and near misses a report must be filed. Follow the procedure as outlined by the University - <https://www.concordia.ca/campus-life/safety/injury.html>

## 11. Emergency Response

- 11.1. In case of an emergency all users will contact Concordia Security at ext. 3717 or by dialing 514-848-3717. Panic buttons are available at both receptions and in the office of the Executive Secretary to the Dean. Additionally, there are emergency boxes in the hallways on each floor. For more information on campus safety and prevention, visit <https://www.concordia.ca/campus-life/security.html>
- 11.2. During working hours, the emergency alarm is a two stage alarm where the first alarm is to prepare for evacuation and the second alarm is to evacuate the building. On weekends and evenings after 11 pm, the alarm is a one stage alarm, whereby the first alarm sounds for evacuation.
- 11.3. The SOH has CERT responders, identified with an orange band, who will be points of contact with security and help ensure safe exit and re-entry to the building.
- 11.4. All users need to be aware of emergency exits closest to their offices or lab space.