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SCOPE

Laboratories requiring Standard Operating Procedures (SOPs) for hazardous processes performed in their area. The need to develop such documents may come from an identified control in the laboratories hazard assessment, a legislated requirement, a University directive, a corrective action following an incident investigation or from the desire to implement best safety practices in the laboratory.

PURPOSE

SOPs are developed to ensure that where hazardous processes, techniques or equipment are performed or used there are clear written instructions to follow that identify the potential hazards, the controls that mitigate the hazards and the correct steps to follow to complete the task safely. SOPs are used to train new staff, as a reference when a task is to be performed, and as documentation of the correct procedure.

RESPONSIBILITIES

Environment, Health & Safety (EH&S)

- Assist in the identification of processes requiring an SOP.
- Assist when requested by reviewing SOPs.

Supervisors

- Identify when an SOP is required in their laboratory.
- Develop or oversee the development of SOPs as required in their laboratory.
- Maintain records of SOPs
- Ensure that when an SOP is in place that all new and current staff is aware of the SOP and follow the instruction in the SOP.

Workers

- Follow SOPs developed for their work.
- Assist as required in the development of SOPs.
- Bring to the attention of their supervisor any task that may require an SOP and ideas to improve or correct any existing SOPs

PROCESS

- A hazard assessment of the specific task must first be performed to identify hazards and assess risk. The procedure for a hazard assessment is documented on the EH&S website.
- A [Standard Operating Procedure Template](#) has been developed by EH&S to assist departments in writing and formatting a proper SOP. Bullets beneath each heading recommend the information that should be included. Not all headings or information may apply so writers of SOPs may adapt the template as required.
- Completed SOPs are communicated to those persons performing the task.

REFERENCES

- [Standard Operating Procedure Template](#)
[Hazard Assessment and Control Program](#)