

# Research Ramp-Up Checklist

After approval had been granted by the Vice-Principal Research to resume some level of operations, use the checklist prior to commencing research to ensure a safe return to work and compliance with all applicable directives and regulatory requirements.

The University will continue to offer essential services to support faculty, staff and essential research activities. For an overview of available services please visit <https://www.queensu.ca/vpfa/covid-19>. However please be prepared for possible future restrictions should the status of the Covid-19 outbreak change and as directives are received from Public Health. Plan accordingly.

This form may not address every consideration for your facility. Contact the appropriate University units, as needed, for assistance.

## Access

Item	Complete or N/A
Buildings may remain locked down to ensure security and restrict public access. If you require key or FOB access, contact your building administrator or department/faculty office.	
Continue to restrict access to authorized personnel only. Keep main doors and laboratory doors locked when the facility is unoccupied	
If you will be working alone or after hours/weekends, refer to; <a href="https://www.queensu.ca/security/services/lone-worker-program">https://www.queensu.ca/security/services/lone-worker-program</a> .  For further support download the SeQure app at; <a href="https://queensu.ca/studentaffairs/safety/secure.html">https://queensu.ca/studentaffairs/safety/secure.html</a>  Arrangements should be made so preferably no one is working alone.	

## Communications

Item	Complete or N/A
Create a contact list of lab personnel, principal investigator, lab administrative director, research operations manager, and building manager, and emergency numbers.	
Ensure the contact list is saved where it can be accessed by everyone in the lab. Include home and cell phone numbers.	
Test your phone tree or email group to facilitate emergency communication amongst lab researchers and staff. Queen's Security can be reached at 613-533-6733 for general inquiries, and <b>613-533-6111 for emergencies only.</b>	

## Public Health Measures and Directives

Item	Complete or N/A
Ensure all the public health measures outlined in the Request to Undertake Research On-Site have been implemented in the facility.	
<p>Ensure all personnel are familiar with the public health measures in place in the facility and in the buildings, personnel maybe accessing</p> <p>This includes the reporting procedure when personnel are ill, have been in contact a positive person or tested positive for Covid-19.</p>	

## Initial Inspection

Item	Complete or N/A
<p>Conduct a thorough inspection of your laboratory and other workspaces to ensure no hazards have developed while the space was unoccupied.</p> <p>Before Entry into your lab for the first time make note of any strange odours, alarms, noises, water on the floor etc. to identify a potentially hazardous situation. If a hazard is identified isolate the hazard if safe to do so, notify occupants in the surrounding area and call security, PPS or EH&amp;S for assistance.</p>	
Check for water leaks.	
Check for damaged equipment.	
Look for spills or stains from chemical due to compromised containers, materials that may have reacted, biohazard waste that may have been left behind etc.	
Ensure chemicals are stored properly and there is no visible residue on the outside of the bottles, no sign of peroxides forming, and bottles have not imploded or bulged. Dispose of compromised, expired peroxide forming, volatile or highly toxic or reactive chemicals as hazardous waste.	
Check your compressed gasses levels and regulators.	
Check for electrical hazards, extension cords.	
Check equipment for any signs of power disruption/ tripped breakers.	
Check fridges and freezers to ensure they are working and items inside have not been compromised at some point.	

Turn on water taps and ensure all traps are filled with water to prevent sewer gas from entering the laboratory. Add water to any open floor drains.	
Ensure soap, disinfectant and paper towels are readily available.	
Inspect all equipment before turning on to ensure there is no obvious damage.	
Conduct a visual inventory to ensure controlled substances, chemicals, equipment, electronics, or any other items are not missing.	
Ensure hallways, stairwells, and all routes of egress are unobstructed, and no materials are stored that could block exit routes.	

## Laboratory Safety

<p>Ensure the following items are up to date and inspections have been completed and documented where applicable. Outline services that will be required to support your research. Although many services continue to be offered by the University, special arrangements may need to be made due to reduced demand, staffing and service frequency at this time. Identify any internal department or external company/organization that will be providing the service and ensure all established safety protocols are followed.</p>	
Item	Complete or N/A
Ensure there is an adequate supply of PPE available to safely continue to conduct research. Regular PPE requirements related to physical, chemical, biological, radiological and any other hazards also apply.	
<p>Safety showers and eyewash stations:</p> <p>Flush to remove any sediment that may have built up during shut down.</p> <p>Contact departmental Safety Officer or designated individual to arrange testing.</p>	
<p>Fire Extinguishers:</p> <p>Ensure extinguishers are fully charged and there is no obvious physical damage.</p>	
<p>Fume Hoods:</p> <p>Contact EH&amp;S at <a href="mailto:safety@queensu.ca">safety@queensu.ca</a> if fume hood alarm is activated or if you suspect that it isn't working properly.</p>	

<p><b>Biosafety Cabinets:</b> Contact EH&amp;S to arrange certification if sticker is out of date, you require certification, or the cabinet is not working. Alternatively contact Chris Hawkins from Con-Test directly at <a href="mailto:chris@con-test.com">chris@con-test.com</a>.</p>	
<p><b>Autoclaves:</b> Ensure certifications are up to date and certificate posted.</p>	
<p><b>First Aid kits:</b> Ensure kits are well stocked and items are not expired</p>	
<p><b>Spill Supplies:</b> Ensure spill equipment is available. Current spill procedures apply. Do not attempt to clean up spills alone and without notifying your supervisor, Security or EH&amp;S.</p>	
<p><b>Hoists and Lifting Devices:</b> Contact EH&amp;S at <a href="mailto:safety@queensu.ca">safety@queensu.ca</a> to arrange certification if sticker is out of date.</p>	
<p><b>Elevators:</b> Contact PPS Fixit if certification is out of date. Physical Plant Services at 613-533-6757. Internal Telephone: 77301 or email <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a></p>	
<p>Arrange for repair/certification of Specialized Equipment - Inform any outside contractor, certifier, inspector and repair personnel of the distancing or PPE requirements for your area.</p>	
<p><b>Heat ventilation and Lighting:</b> Contact PPS Fixit for repair. Physical Plant Services at 613-533-6757. Internal Telephone: 77301 or email <a href="mailto:fixit@queensu.ca">fixit@queensu.ca</a> .</p>	

## Permits and Training

<p>Ensure the following items are up to date and all faculty, staff and students working have up to date training. For Training offered please refer to <a href="https://safety.queensu.ca/training">https://safety.queensu.ca/training</a> or contact EH&amp;S at <a href="mailto:safety@queensu.ca">safety@queensu.ca</a> for all other inquiries.</p>	
<b>Item</b>	<b>Complete or N/A</b>
WHMIS	
TDG training	
Radiation Permit and training	
Biosafety Permit and training	
First Aid, First Aid kits	

Health and Safety Awareness	
Ladder Safety Training	
Fire Extinguisher Training	
Hoist and Crane Training	
Controlled Goods	
PPE (Respirator fit Test) <a href="https://safety.queensu.ca/general-safety/respirator-fit-testing">https://safety.queensu.ca/general-safety/respirator-fit-testing</a>	

## Shipping/Receiving

Item	Complete or N/A
Limit new orders to items needed to support minimal critical functions.	
Plan for any outgoing hazardous shipments, both on the shipping and receiving end.	
Find out current shipment protocol for your department/building to notify them of any expected incoming/outgoing shipments.	
Plan for any Dry Ice shipments and ensure they are properly stored, and someone is there to receive them.	

## Waste Disposal

Item	Complete or N/A
<p>Hazardous waste Pickups:</p> <p>Request a pickup by filling the appropriate forms at <a href="https://safety.queensu.ca/waste-disposal">https://safety.queensu.ca/waste-disposal</a>. Hazardous waste pickups are currently offered at a reduced capacity. All waste types are picked up on Wednesdays if enough requests are received. You will be notified if your pickup request has been moved to the following week.</p> <p>Contact EH&amp;S ahead of time to arrange disposal of a large number of chemicals such as a laboratory cleanout.</p>	

**Non-hazardous waste disposal and recycling:**

For the appropriate level of service to be scheduled, notify PPS via email or work request through FIXIT of when your lab operations will commence; include rooms/offices impacted.

*Note: This checklist is for your own reference and does not need to be submitted to the University.*