

# Standard Operating Procedure

## General Access to PERFORM Centre

### PC-SOP-GA-007-v03

#### Revision History

Version	Reason for Revision	Date
03	General access reviewed to be more concise and relevant	February/12/2019

## I. Overview

### *1.1. Purpose*

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

### *1.2. Responsibility*

It is the responsibility of users to familiarize themselves with the requirements for PERFORM access. It is the responsibility of the PERFORM staff and all PERFORM users to ensure the physical operations and security of PERFORM and PERFORM participants and to comply with this SOP.

## 2. Definition of Terms

access approver	PERFORM employee designated by the Scientific Director to authorize access to PERFORM.
area manager	Person responsible for all activities in a given area of PERFORM such as the athletic therapy clinic, clinical analysis suite, conditioning floor, etc.
CERT responders	PERFORM staff that assist during evacuations and other emergencies that may occur at PERFORM.

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participant	Person who is enrolled in community programs/projects and/or research programs/projects.
user	Person using space or equipment at PERFORM that has received adequate technical and safety training.

### 3. General conditions

PERFORM requires a set of conditions to ensure safe and effective use of its areas by providing controlled access to research teams, PERFORM staff and users who have been authorized to work at PERFORM.

- 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 and to PERFORM access approver.
- 3.2. PERFORM access approver will authorize access taking into consideration factors such as nature of activity, personal safety and control for PERFORM staff and other users of PERFORM 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.
- 3.4. The Principal Investigator (PI) or designate will submit the PERFORM access form for any PERFORM user to the PERFORM access approver via the online booking system (BookR).
- 3.5. As part of the PERFORM orientation, all users of PERFORM will be required to read, understand and sign this SOP prior to access to PERFORM.
- 3.6. It is the responsibility of the area manager and the principal investigator (PI) to ensure that all users of the area follow all PERFORM's SOPs and relevant POD's once access is provided to PERFORM.
- 3.7. Once issued, keys/cards are not transferrable and the user is held responsible for their safekeeping. The area manager, designee or the principal investigator will ensure that if any user of their team is no longer working at PERFORM, their keys are returned to security.
- 3.8. All visitors to PERFORM will have access only if they have clearance from PERFORM administration. At all times, visitors will need to be accompanied by a PERFORM user.
- 3.9. When researchers have collaborators visiting PERFORM, visitor access cards will be issued for the duration of the visit by the access approver.

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### **4. Facilities, services and Concordia employees**

Concordia University employees that conduct maintenance or provide service for PERFORM will have access in the following manner:

- 4.1. Employees from facilities, distribution or service engineers conducting routine maintenance or assessments that do not interfere with project activities will be placed on a pre-approved list with limited swipe card access.
- 4.2. Employees conducting occasional repairs, maintenance or visit at PERFORM must make an appointment prior to arriving so as not to disturb any activities. PERFORM administration will advise area managers or researchers if there is any maintenance activity during work hours.
- 4.3. Employees of Distinction (housekeeping) have pre-authorized access to the building after hours in approved areas only. Daytime employees will have scheduled access to restricted areas, however, they will require a PERFORM employee in charge of that area to allow them 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 MRI and tracer prep laboratory room where access is not given without approval and supervision of the imaging staff.

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

Participants are pre-cleared for entry to PERFORM by either being placed on a research protocol schedule, project or a community program. Participants will always be accompanied by a PERFORM user with access at all times or wait for their appointment in the main reception area. Conditioning floor participants will have independent access to the locker rooms and the conditioning floor.

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

For users coming to PERFORM after 2300hrs, a list will be provided to Security as authorized users. Those not on the list will not be allowed to access the premises, and must contact the PERFORM access approver to arrange clearance.

### **7. Emergency Access**

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

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## 8. Asset Management

- 8.1. Inventory coordinator maintains an updated list of PERFORM inventory and ensures all equipment at PERFORM are tagged (both PERFORM and non-PERFORM equipment).
- 8.2. It is the user's responsibility to ensure that they follow all PERFORM's SOPs and PODs when operating PERFORM equipment.
- 8.3. Researchers will book equipment or facilities online through PERFORM's online scheduler.
- 8.4. Moving PERFORM equipment out of PERFORM will require written approval by PERFORM's Scientific Director (SD) and be signed out by the inventory coordinator and area supervisor.
- 8.5. Researchers wishing to bring external equipment need to submit a written request to PERFORM's inventory coordinator.

## 9. Incidental Findings

- 9.1. PERFORM staff members or Users will document any incidental finding and report to the PI within their scope of practice.
- 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. Emergency Response

- 10.1. In case of an emergency all users of PERFORM will contact Concordia Security at ext. 3717 or by dialing 514-848-3717.
- 10.2. During working hours the emergency alarm at PERFORM 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.
- 10.3. PERFORM has CERT responders identified with an orange band who will be points of contact with security and help with safe re-entry to the building.
- 10.4. All users need to be aware of emergency exits closest to their offices or lab spaces.