

Applied Research Centre (ARC) and FCRM Research Standard Operating Procedures

Revised May 25, 2021



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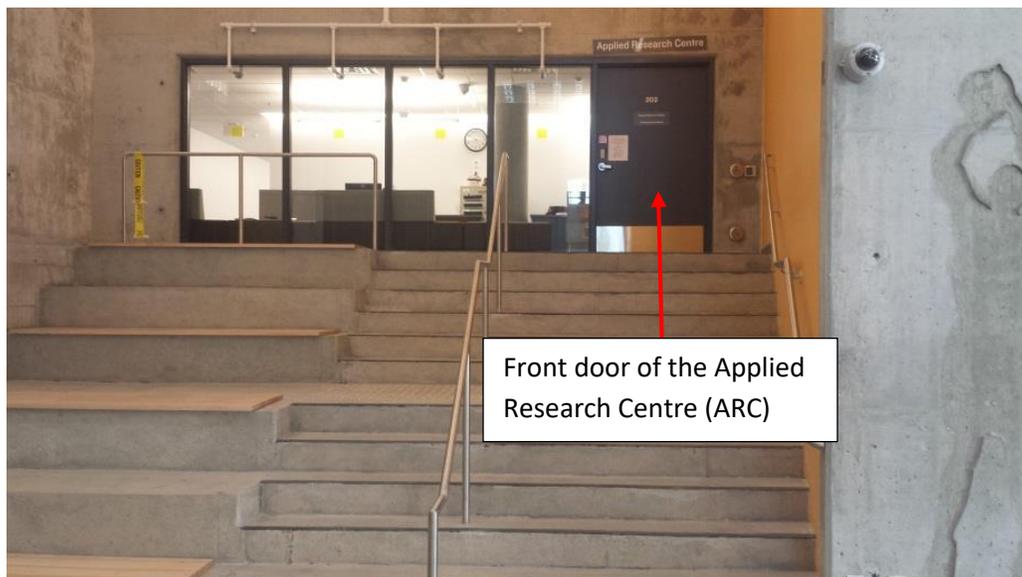
Overview

This document addresses general safety requirements for work in the ARC. All users must read and understand these procedures before receiving access to the ARC. Principal Investigators are responsible for ensuring that all personnel operating within their study have read and understand these procedures. Such personnel include research coordinators, undergraduate students, graduate students, and phlebotomists.

All staff and students using the ARC must read this document and sign the final page and give to the Lab Coordinator

Users of the ARC outside of 8:00 AM – 4:30 PM are responsible for ensuring that the front door remains closed when it is not in their direct sight.

Although this is the Applied Research Centre, room numbers are indicated as _____ ALC (Active Living Centre)



Fire Extinguishers

Users should familiarize themselves with the emergency exit plan for the Active Living Centre. Diagrams are located on the wall in 202 ALC and 205 ALC. For more information on Fire Safety, you can refer to: http://www.umanitoba.ca/admin/governance/governing_documents/operations/fire_safety_procedures.html

There are five fire extinguishers located in the ARC:

1. Directly inside main entrance
2. Adjacent to changeroom 238 ALC
3. Adjacent to counseling room 225 ALC
4. Adjacent to counseling room 227 ALC
5. Adjacent to washroom 206 ALC

Emergency Plan

Emergency Contacts

Emergency contacts for the ARC are as follows:

Contact	Phone Number	Room	Position
Principle Investigator	PI is one of the contacts when the emergency is related to a research project of that PI		
Meaghan Ewharekuko	474-7858	203 ALC	Lab Coordinator
RJ Skinner	474-9125	219 ALC	Facilities Supervisor
Simon Wang	474-6952	214 ALC	Facilities Director

After normal working hours, call security services at “555” or “#555” (Rogers Wireless or MTS cell phone) or dial 474-9341. Listings of hazardous materials located onsite on the WHMIS door signs for 232 and 240 ALC.

Emergency Plan

Users should familiarize themselves with the University of Manitoba Emergency Quick Reference Guide:

http://umanitoba.ca/admin/vp_admin/risk_management/media/UM_Emergency_Response_Quick_Reference_Guide_2019.pdf

What to do in the Event of a Fire

In the event that the fire alarm goes off while you are in the Applied Research Centre exit the building immediately through the South or West Active Living Centre doors and wait for instructions. You should see an individual wearing a red **Fire Warden Badge** ensuring people have exited the building.

What to do in the Event of a Medical Emergency

A medical emergency is an acute injury or illness that possess an immediate risk to the person's life or long-term health (any that affects their airway, breathing, and/or circulation). If you are trained first aider and feel comfortable, help the individual to the best of your ability and call 911 then security services and tell them where you are.

Some rooms have an emergency response button, which can be pressed. It is a direct line to emergency services and they will arrive at the location when it is pressed.



What to do in the Event of an Aggressive or Inappropriate Participant

In the event you are working with a participant who becomes aggressive or inappropriate you can:

- Remind them this kind of behavior is not tolerated
- Remove yourself from the room
- Press the security button in either room 233 or 237 ALC
- Ask your supervisor, lab coordinator or a facilities staff member to deal with the issue if you are not comfortable
- Document what happened in an incident report and give it to your supervisor

SAFE Work Documents

“SAFE Work Manitoba is a division of the Workers Compensation Board and is a public agency dedicated to the prevention of workplace injury and illness.”

Each SAFE Work document has been developed so staff and supervisors are aware of the potential hazards involved with different work tasks and how to reduce the potential for injury and illness. Not all SAFE Work documents are necessary for every lab group; only the documents that pertain to each lab should be filled and stored in an electronic format. As a central location for all SAFE Work documents, you can also email them to the Lab Coordinator.

Document	Explanation
SAFE Work: Repetitive and Awkward Tasks	Pertains to any individual who regularly engages in a task that is physically repetitive (more than 4 hours daily) and or posturally awkward.
SAFE Work: Working Alone	Pertains to individuals working outside of business hours should inform a staff member as to their location. Users must also follow and be familiar with additional safety protocols contained within ethics documents for their study. Users of the ARC outside of 8:00 AM – 4:30 PM are responsible for ensuring that the front door remains closed when it is not in their direct sight
SAFE Work: Working in a Cold Temperatures	Pertains to individuals who may perform tasks in outdoor, refrigerated, or unheated environments causing cold stress.
SAFE Work: Working in Extreme Heat	Pertains to individuals who perform tasks resulting in heat stress from any combination of metabolic heat while working, air temperature/humidity, radiant heat exchange, and clothing requirements. Heat stress can result in heat exhausting or heat stroke.
SAFE Work: Working Offsite	Pertains to individuals who may travel offsite by any method for work purposes.
SAFE Work: Working with Chemicals	Pertains to individuals who may work with chemicals posing physical or health hazards.
SAFE Work: Working with Research Participants	Pertains to individuals who will be meeting one-on-one with research participants which could include: verbal interviews, written or electronic questionnaires, and consent process. Hazards that may cause harm to the worker include: physical harm in the event of a violent participant, psychosocial harm or accusations of improper behavior.
SAFE Work: Working with Research Participants who Exercise	Pertains to individuals who are meeting with participants who exercise.
SAFE Work: Exposure to Human Blood/Bodily Fluids	Pertains to any individuals who may perform human blood (finger poke, blood draws, etc.) but can also apply to those who may need to perform first aid for a wound.

Other Documents Required for Lab Members

Document	Explanation
TCPS 2: CORE	Required by students and staff who wish to submit to any U of M Research Ethics Board. Print and keep an electronic copy of the certificate. https://tcps2core.ca/welcome
WHMIS Test	Required only by students and staff working with hazardous materials Register on UMLearn
PHIA	Required only by students and staff who will have access to personal health information from a research participant http://umanitoba.ca/access_and_privacy/privacy_training.html
Immunization Record	Required only by staff and students who are <i>“at risk for vaccine-preventable potential infectious diseases while working with or near animal or human blood/body fluids or other human pathogens at research or clinical lab or animal care facility sites.”</i> http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/ImmunizationAppAug06.pdf
Emergency Contact	Each lab group MUST fill out emergency contact information for each member and have the contacts displayed in a known place within the lab
Lab Safety Checklist for New Lab Personnel	All staff and students should read and sign this document (the supervisor should review this document with their student/staff) http://www.sci.umanitoba.ca/chemistry/wp-content/uploads/sites/2/2018/03/Lab_Safety_Checklist_New_Pers.doc
New Worker General Orientation	All staff and students must complete this orientation: <i>“The Province of Manitoba requires that all new workers, either new to the University, or new to a particular workplace at the University receive a health and safety orientation. This is intended to ensure workers are aware of how to deal with safety issues and should minimize the risk of injury to you as a worker as well as others in your workplace.”</i> Register on UMLearn

Gaining Card Access to the ARC

Staff and students needing access to the ARC must complete the ARC Access Card Form located at <https://umanitoba.ca/kinesiology-recreation-management/research/applied-research-centre> or the form can be emailed to you by the Lab Coordinator: fkrlab@umanitoba.ca. This is an electronic form and therefore should be filled in as such. Please email the lab coordinator the completed form. In many instances, your card will need to be encoded at Physical Plant (80 Freedman Crescent), however the Lab Coordinator can give you more details.

Non-permanent staff and students must resubmit this form annually by August 31.

Planning and Advertising a Research Study in the ARC

If you would like information on planning and advertising a research project, please email the Lab Coordinator at fkrlab@umanitoba.ca and they will send you the appropriate information.

Room and Equipment Booking

All rooms in the ARC are booked as a first come first serve basis through Intelli. If you require a room booking in the ARC, please email Linda at: Linda.Eliuk@umanitoba.ca. There are a few pieces of equipment that can be booked via Q-Reserve such as metabolic carts and the InBody. All bookings are done in-kind, and therefore have no fee associated with them. Refer to the chart on below for a quick reference on bookable equipment and spaces:

Room Number	Description	Special Information
229 ALC	Biodex Room	Biodex MUST be operated by certified personnel or special training of staff is required by the Lab Coordinator
230 ALC	Canadian Sport Centre	Only bookable by registered CSC staff
232 ALC	Hematology Lab	Space is to be used by research staff or grad students of Dr. Stephen Cornish
233 ALC	Exercise Testing and Assessment Room	Room contains treadmill, Stadiometer, scale, sit-and-reach, back extension test, hand dynamometer, skinfold calipers, blood pressure cuff, stethoscope, heart rate monitors, metronome
235 ALC	One-on-One Consultation Room	Contains desk and desktop computer
237 ALC	Exercise Testing and Assessment Room	Room contains treadmill, Stadiometer, scale, sit-and-reach, back extension test, hand dynamometer, skinfold calipers, blood pressure cuff, stethoscope, heart rate monitors, metronome
240-Treadmill Suite	Treadmill and Metabolic cart area	All metabolic carts and ECG Stress Testing treadmill must be operated by certified personnel or special training of staff is required by the Lab Coordinator. All metabolic carts must be booked via Q-Reserve
240-Cardiovascular Suite	Bike and elliptical area	Contains stationary bikes, ellipticals, PhysioStep, and InBody. The InBody must be booked via Q-Reserve
240-Strength Suite	Strength Area	Contains strength training equipment: chest press, leg press, dumbbells, etc.
Vmax Metabolic Cart	Treadmill and Metabolic cart area	Must have special training to use this equipment
Vyntus Metabolic Cart	Treadmill and Metabolic cart area	Must have special training to use this equipment
GE Case ECG Treadmill	Treadmill and Metabolic cart area	Must have special training to use this equipment

Equipment Loans

Certain small faculty equipment can be loaned on a temporary basis. All loans are completed and tracked electronically. If you would like to borrow some equipment please send the Lab Coordinator an email and they will send you the electronic form.

Keys and Cabinets

Most rooms in the ARC have a complement of lockable cabinets and drawers which are all accessed by the same key (i.e. other keyholders for that specific room can access it). Each room with lockable cabinets also has one to two unique locks suitable for secure purposes such as participant data forms (i.e. only you can access it).

To receive a key, please contact the Lab Coordinator, they will sign out an electronic form. All grad students must have their PI sign off on any key loans and give the Lab Coordinator \$10. When the key is returned, the \$10 will be given back, if the key is lost the \$10 will be used to replace the key.

Equipment Training Requirements and Documentation

If you plan to use the *Vmax Encore* or *Vyntus* metabolic cart or *Biodex S4 Dynamometer* you MUST be first trained by the Lab Coordinator. They will sign off on your ability to use the machine. The Lab Coordinator is also there to help with research projects and can be the technician for you. If this is the case you can speak with them about arranging this kind of service.

Any change in equipment status, including requests for repairs and reports of damaged or lost equipment should be sent electronically to the Lab Coordinator by completing the *Change in Equipment Status* form available at <http://www.umanitoba.ca/faculties/kinrec/research/arcform.html>

Study Participants, Training Clients and Other Guests

As the ARC **does not** have a receptionist, researchers and staff are expected to greet their participants/clients in the waiting area. The two lovely people at the front have their own jobs and are not responsible for keeping track of participants or clients. This improves guest safety and research participant confidentiality. Guests include:

- Canadian Sports Centre Athletes
- Personal training clients
- Occupational testing clients
- Research study participants
- Undergrad students enrolled in KPER 1500, KIN 4460, and KIN 4560

Researchers and staff are responsible for providing parking passes (booked through Q-Reserve) and locker keys to their clients (first drawer in the copy room).

The door to the ARC locks automatically outside of regular business hours (8:00-4:30 Monday-Friday). This door **must** remain closed except when a staff member is present at the ARC desk to receive their client. Please note that the door may not automatically swing shut and may need to be manually closed.

A wall-mounted phone is located directly outside the ARC. This phone can only dial campus numbers. The nearby pedestal lists relevant phone numbers for a visitor to call.

Parking Passes

Parking passes are available upon request using Q-Reserve. These passes are currently for U-Lot and ALC and can be picked up at the Lab Coordinators Desk at 203 ALC. If the Lab Coordinator is not there, they will leave the pass for you on their desk.

Computer Usage

All ARC computers (with the exception of the met cart and Biodex) offer UMnet login. Users should save any information on their personal H drive rather than local C drive.

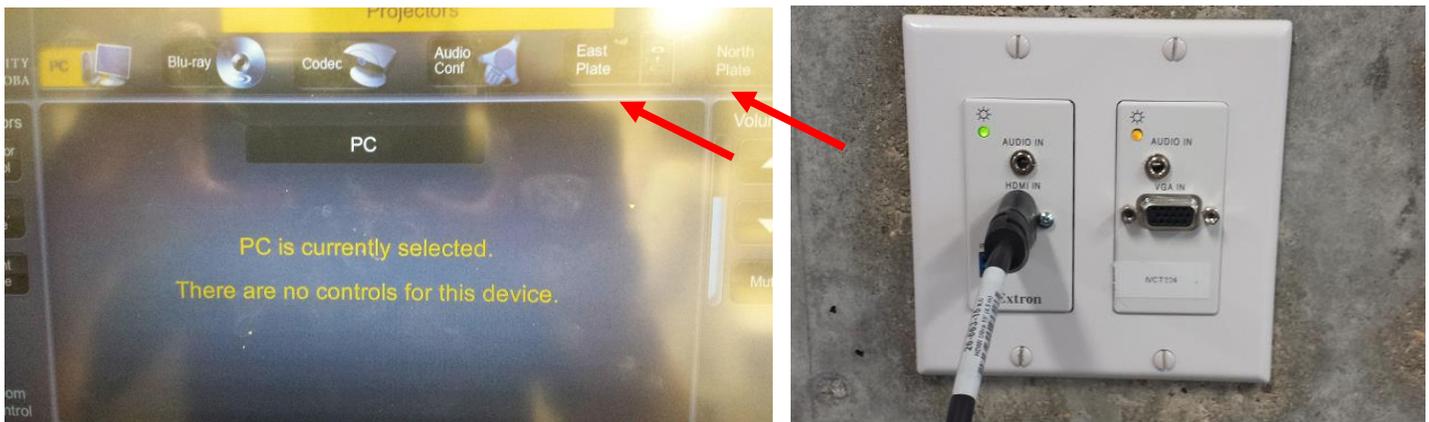
If you do not have a laptop, the Lab Coordinator may have a laptop to use depending on the time of year; contact them for more details.

Operation of Boardroom (220 ALC) Equipment

The boardroom is equipped with projectors and videoconferencing equipment. Below is a brief overview of how to use this equipment. Please contact the Lab Coordinator for additional information.

Using your Own Laptop

Using the touchscreen on the unit behind the control tower door, select “East Plate” or “North Plate”.

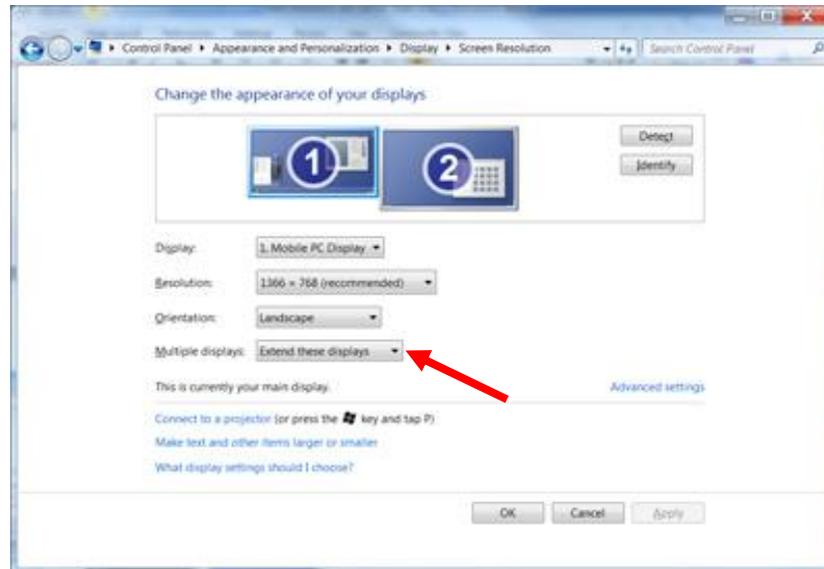


The North plate is on the same wall as the entrance door. The East plate is across from *this* door. Each plate is also labelled so avoid confusion.

You can connect to the plate with HDMI, VGA or RCA cables. The drawer has an HDMI cable and a Mac to VGA adapter. Note that only HDMI cables will transfer audio. The Lab Coordinator has additional cables if necessary.

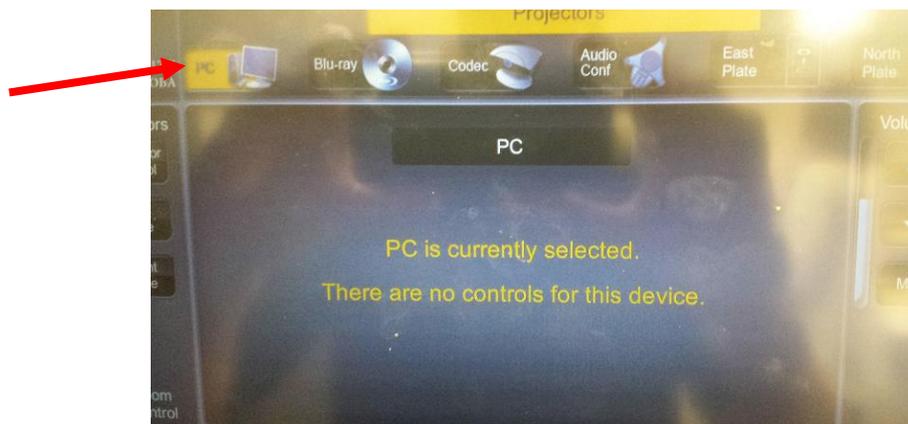
Troubleshooting:

PC: Right click on your desktop and select “screen resolution” (wording may vary depending on your version of windows). If your computer has detected two screens, make sure the “multiple displays” setting is on *duplicate*, not *extend*.



Using the Boardroom's Computer

Using the touchscreen on the unit behind this door, select “PC” as input. The wireless keyboard and mouse are in the drawer on the unit behind this door.

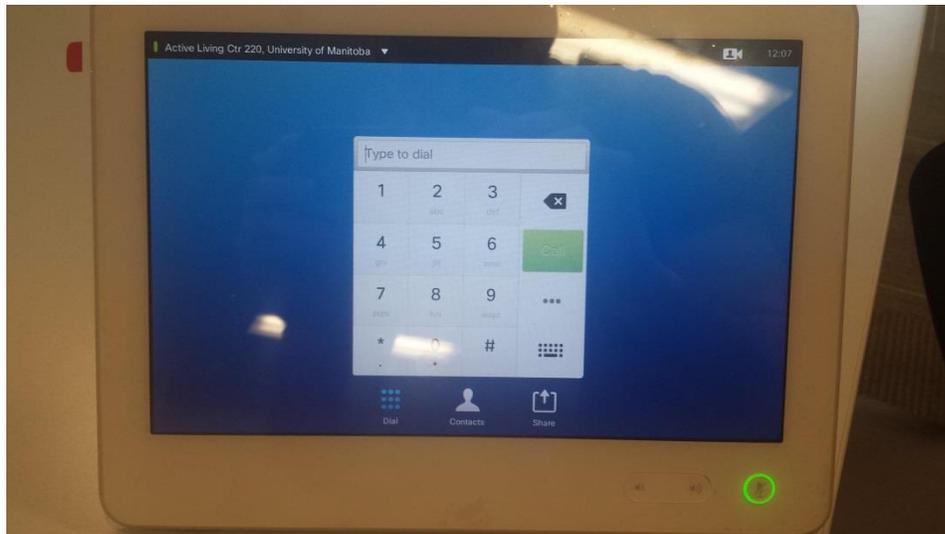


Troubleshooting:

- Wiggle the mouse. The screen may be black because the computer is on powersaving mode.
- Make sure the mouse and keyboard are on. They each have sliding power switches.
- The mouse has a green light on the front when it is turned on. If it is dead, there are extra batteries with the Lab Coordinator.
- If the touchscreen has frozen, manually reboot the system using the button beside the blue light on the lowest unit in this stack.

Using the Videoconferencing System

A tablet (pictured below) is stored within the drawer. Use this tablet to input the IP address of your destination and begin your videoconference. Controls such as camera angle and volume are controlled through this tablet. The computer input must be set to **Codec**. Note that there are microphones present in the ceiling, you do not need to speak into the tablet.



Hematology Lab (232 ALC)

The door for this room must remain closed due to lab biosafety regulations. Securing this room is vital to ensure the health of facility users as well as guests.

The freezer in this room is equipped with an alarm in the event of temperature regulation malfunction. If its alarm activates, please refer to the step by step procedure located on the door.

Acknowledgement

I have read and understood the Standard Operating Procedures for the Applied Research Centre and I know the additional documents that are required for my position in _____ (name of supervisor) lab.

Name of Staff/Student

Date

Signature of Staff/Student

Date

Name of Supervisor

Date

Signature of Supervisor

Date

Return a signed copy to the Lab Coordinator