1. PURPOSE

This Standard Operating Procedure (SOP) describes how to deal with minor animal-related injuries. Animal related injury implies a bite, kick, scratch, and break in the skin or mucous membrane and/or exposure to animal tissues, fluids, or excretions.

2. RESPONSIBILITY

Principal investigator (PI) and their research staff, animal care staff, veterinary care staff.

3. MATERIALS

3.1. First-Aid kit, located in an obvious and readily available location. The facility manager is responsible for maintaining the first-aid kit and checking the expiration dates. Contents must include:
   - Surgical scrubs impregnated with antiseptic soap
   - Sterile gauze pads
   - Adhesive tape
   - Adhesive bandages
   - Examination gloves
   - Eye wash
   - Emergency contact numbers

3.2. Accident and Incident Report form

4. PROCEDURES

4.1. During Working Hours (8h00-16h00):
   - Cease the handling of research animals, tissues, fluids or wastes.
   - Leave everything in the research area as is (lights, locks, temperature, etc.), but make sure that the area and animals are secure.
   - Discard used PPE, wash hands thoroughly and apply first aid as necessary. Hands should always be washed with disinfectant soap after contact with animals, tissues, fluids or wastes.
   - Immediately report the incident to your Supervisor or the Principal Investigator.
   - Seek medical assistance by calling the Occupational Health Administrator at (514) 398-4766. The Administrator will provide directives on how to proceed.
   - Within 24 hours, fill out the Accident and Incident Report form (located online for McGill). Send the Accident and Incident Report form (with both victim and supervisor sections completed) to the Environmental Health & Safety Office by email or by fax at (514) 398-8047 for McGill, or to your local environmental health and safety officer.

4.2. Outside of Working Hours:
   - Cease the handling of research animals, tissues, fluids or wastes.
   - Leave everything in the research area as is (lights, locks, temperature, etc.), but make sure that the area and animals are secure.
   - Discard used PPE, wash hands thoroughly and apply first aid as necessary. Hands should always be washed with disinfectant soap after contact with animals, tissues, fluids or wastes.
   - Immediately call McGill Security Services (Downtown campus: (514) 398-3000 or Macdonald campus (514) 398-7777), or your local Security Services. Security Services will provide directives on how to proceed as well as medical assistance and transport, if required.
4.2.5. Report the incident to your Supervisor or the Principal Investigator, as well at the Occupational Health Administrator at (514) 398-4766 for McGill, or to your local occupational health administrator.

4.2.6. Within 24 hours, fill out the Accident and Incident Report form (located online for McGill). Send the Accident and Incident Report form (with both victim and supervisor sections completed) to the Environmental Health & Safety Office by email or by fax at (514) 398-8047 for McGill, or to your local environmental health and safety officer.

SOP REVISION HISTORY

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<th>DATE OF MODIFICATION</th>
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<td>March 2016</td>
<td>Updated link to EHS forms</td>
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