
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, veterinarian, 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:
 - 3.1.1. Antiseptic soap
 - 3.1.2. Sterile gauze pads
 - 3.1.3. Adhesive tape
 - 3.1.4. Adhesive bandages
 - 3.1.5. Examination gloves
- 3.2. Eye wash
- 3.3. Emergency contact numbers

4. PROCEDURES

- 4.1. Cease the handling of research animals, tissues, fluids, or wastes.
- 4.2. Leave everything in the research area as is (lights, locks, temperature, etc.), but make sure that the area and animals are secure.
- 4.3. 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.
- 4.4. Immediately report the incident to your supervisor or the Principal Investigator.
- 4.5. If you, your supervisor, or the Principal Investigator, determine you require medical assistance due to the nature of the injury;
 - 4.5.1. During working hours (9h00-17h00), call the Occupational Health Administrator at (514) 398-4766. The Administrator will provide directives on how to proceed.
 - 4.5.2. Outside of working hours, call McGill Security Services (Downtown campus: (514) 398-3000 or Macdonald campus (514) 398-7777). Security Services will provide directives on how to proceed as well as medical assistance and transport, if required.
- 4.6. Within 24 hours, fill out the [Accident and Incident Report form](#).

SOP REVISION HISTORY

DATE	NEW VERSION
2023.08.22	3.1.1. Surgical scrub brushes impregnated with Antiseptic soap
2023.08.22	4.5. If you, your supervisor, pr the Principal Investigator , determine you require Seek medical assistance due to the nature of the injury :
2023.08.22	4.1.6. 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.