
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:
 - 3.1.1. Surgical scrubs impregnated with 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. During Working Hours (8h00-16h00):
 - 4.1.1. Cease the handling of research animals, tissues, fluids or wastes.
 - 4.1.2. Leave everything in the research area as is (lights, locks, temperature, etc.), but make sure that the area and animals are secure.
 - 4.1.3. 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.
 - 4.1.4. Immediately report the incident to your Supervisor or the Principal Investigator.
 - 4.1.5. Seek medical assistance by calling the Occupational Health Administrator at (514) 398-4766. The Administrator will provide directives on how to proceed.
 - 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.
- 4.2. Outside of Working Hours:
 - 4.2.1. Cease the handling of research animals, tissues, fluids or wastes.
 - 4.2.2. Leave everything in the research area as is (lights, locks, temperature, etc.), but make sure that the area and animals are secure.
 - 4.2.3. 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.
 - 4.2.4. 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

DATE OF MODIFICATION	DETAILS
March 2016	Updated link to EHS forms