

**Lakehead University**  
**School of Kinesiology**

**Laboratory Access and Usage**  
**Policies and Procedures**

**Revision history:**

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## **Definitions:**

- **Laboratory Coordinator:** Full-time university employee supporting all activities that take place in a Laboratory Facility. This role can be assumed by the technologist or another qualified designate, as necessary.
- **Laboratory Facility:** University-owned and operated space designated and equipped for practical teaching and research activities. For the purpose of this document, the following spaces in the C.J. Sanders building are considered Laboratory Facilities: SB-1025 (“Exercise Physiology Laboratory”), SB-1028 (“Biomechanics (Multipurpose) Laboratory”) and SB-1028A (“Adapted Laboratory”) and all SB-1025\* and SB-1028\*satellite rooms.
- **Faculty Supervisor:** A faculty member teaching a course or supervising research at the undergraduate or graduate level.
- **Outside User:** Any pre-authorized individual, who is not a Lakehead University School of Kinesiology employee, using a Laboratory Facility.
- **Graduate Assistant:** Graduate student formally supporting the work of a Faculty Supervisor.
- **Internal Device Calibration:** The process of adjusting internal operating parameters of electronic equipment so that the output signals are within the equipment specification for accuracy. These parameters are not normally accessible to the end user, do not need to be adjusted prior to every use of the equipment and are independent of the experimental setup.
- **Laboratory Committee:** A group of faculty and staff members tasked by the School of Kinesiology with the management of all activities and issues related to the Laboratory Facilities.

## **A. General Terms and Conditions**

- 1) In the spirit of cooperation and the desire to use the space and equipment for which it was designed, every attempt will be made to accommodate all users and activities.
- 2) All activities will be conducted following the Lakehead University Emergency Procedures document posted in each laboratory.
- 3) All students using the Laboratory Facilities for classes and research must have prior approval from their Faculty Supervisor, and be supervised by a Faculty Supervisor, Graduate Assistant or an assigned designate for the entire duration of their work in the laboratory.
- 4) Under no circumstances shall a student be allowed to operate the laboratory equipment if the Faculty Supervisor and/or Laboratory Coordinator is not confident that the student has been properly trained to do so. The training must be arranged in advance with the Faculty Supervisor and/or the Laboratory Coordinator. The training should be documented in writing (who performed the training, when and on what equipment), and records kept by the Faculty Supervisor.
- 5) Users must not attempt to repair software/hardware problems related to equipment managed by the Laboratory Coordinator. All necessary repairs must be immediately brought to the attention of the Laboratory Coordinator, and the malfunctioning equipment will be repaired, or removed from usage, secured and appropriately labeled until repairs can be completed.
- 6) All consultations, set-up and calibration of laboratory equipment required must be completed during regular working hours even if the facility is scheduled for use after 4:30 PM or on weekends. Device internal calibration must be done by the Laboratory Coordinator, or approved by the Laboratory Coordinator if done by anybody else qualified to do so.

- 7) Upon completion of their work, all users of the Laboratory Facilities must ensure that all equipment used by them has been turned off and physically unplugged from the wall power receptacles, the space has been returned to its former user-friendly state, all lights have been turned off, and the doors have been locked.
  
- 8) The doors must not be propped open when the Laboratory Facility is not in use.
  
- 9) The Laboratory Facilities are primarily used for practical sessions and research work. Theoretical teaching sessions (without laboratory-related practical activities) are also acceptable. In the spirit of fairness, none of the above activities should be interrupted or disturbed by concurrent work in the same facility, and all reasonable attempts will be made to accommodate all users.
  
- 10) When scheduled testing is occurring in any of the Laboratory Facilities, admittance will be controlled via signage to prevent interruptions that will contaminate the data collection. Notification of ongoing testing must be posted by the researcher on the entrance door, and removed immediately upon completion of the testing.
  
- 11) Requests for equipment and consumables must be submitted to the Laboratory Coordinator for review by the Laboratory Committee according to the following guidelines:
  - a. Instructors should submit via email a list of required equipment and/or consumables for all laboratory courses 1 month prior to the beginning of the course.
  - b. Supervisors of graduate students should submit requests for equipment and consumables to the Laboratory Coordinator, along with funding sources (if any) for any laboratory projects. Equipment

and consumables requests for unfunded projects must be approved by the Lab committee.

- c. Applications for contract testing and/or outside usage of the facilities should be submitted to the Laboratory committee 1 month (if possible) prior to the time of use along with the proposed equipment and consumables involved.
  - d. Outside usage cannot be approved without proof of insurance indemnifying the university, or a properly-executed waiver, in accordance with the Lakehead University policies.
  - e. The Administrative Assistant manages the bookings and enters them into the publicly-accessible online calendars hosted on the website of the School of Kinesiology. Laboratory bookings and/or laboratory equipment requests are approved by default. However, scheduling conflicts may cause booking changes or cancellations; in such cases, the Administrative Assistant, with support from the Laboratory Coordinator, will inform those making the request and work with them to address the issue.
  - f. Booking requests are honoured on a first-come-first-served basis.
  - g. The end user must email the Laboratory Coordinator at least 48 hours in advance about any upcoming bookings, to ensure equipment availability and confirm setup time, as needed;
  - h. The end users must notify the Administrative Assistant at their earliest convenience if they will not use a previously-booked time slot, so that the booking is cancelled and the time slot becomes available to other users.
- 12) The Laboratory Coordinator cannot guarantee availability of equipment and consumables.

## **B. Priority of Usage**

13) Bookings are prioritized, in descending order, as follows :

- a. Timetable bookings (scheduled lecture and laboratory activities)

- b. Lab and research activities not part of the timetable
  - c. Meetings and presentations
  - d. Other functions
- 14) Contract laboratory usage will be considered once priority has been given to the previously booked laboratory activities. Contract laboratory usage will only take place with prior approval by the Laboratory Committee. Once booked, however, such usage cannot be cancelled or rescheduled to accommodate other higher-priority activities without the approval of the Laboratory Committee.
- 15) Other functions (unrelated courses, social functions, demonstration days etc.) will be considered in consultation with all parties involved and approved by the Director of the School of Kinesiology on a case-by-case basis.

### **C. Use of Equipment and Consumables**

- 16) In general, requests governing each term should be submitted on the appropriate Laboratory Equipment Check-out form, available on the School's website, prior to the beginning of that term. All requests for laboratory classes/research projects should be submitted at least 1 month in advance of the scheduled laboratory usage. These requests should include a detailed description of the laboratory format, equipment, space, quantities and possible costs of consumables required, and are submitted via email to the Laboratory Coordinator. Late requests will be given consideration, however they cannot be guaranteed.
- 17) All laboratory equipment managed by the Laboratory Coordinator must be prepared and calibrated by designated trained instructors, trained Graduate Assistants, or by the Laboratory Coordinator in order to ensure

proper preparation and operation. Any malfunctions must be reported to the Laboratory Coordinator immediately.

- 18) All other requests for use of equipment and equipment-related consumables must be submitted on the appropriate Laboratory Equipment Check-out form, available on the School's website. Completion of this form will identify possible budget requests that can then be submitted to the Laboratory Committee for final approval.

## **D. Booking of Audio Visual Equipment**

- 19) Audiovisual equipment (camcorders, digital cameras, displays, tripods and light sources) housed in the Laboratory Facilities should be booked at least two days in advance using the Laboratory Equipment Check-out form, available on the School's website. Equipment shall not be released from the Laboratory Facilities without completion of this form and approval by the Laboratory Coordinator.
  
- 20) Undergraduate student booking of audiovisual equipment requires prior confirmation by the course Faculty Supervisor or his/her Graduate Assistant.

## **E. Graduate Student Use of Laboratories**

- 21) Laboratory time reservations will be made by submitting requests to the Administrative Assistant. The students must also coordinate the laboratory time reservations with the Laboratory Coordinator to confirm availability of equipment.
  
- 22) Graduate students must request equipment access by filling in a Laboratory Equipment Check-out form, available on the School's website. Once the requests are processed, arrangements will be made for keys, if needed.
  
- 23) Graduate students who have received appropriate training in laboratory procedures and equipment use can supervise undergraduate students engaged in both class and research laboratory activities with prior approval from the Faculty Supervisor.

- 24) Graduate Student projects and/or research involving maximally exhaustive exercise protocols require direct supervision by the Faculty Supervisor or by a qualified designate for the duration of the test.

## **F. Undergraduate Student Use of Laboratories**

- 25) Laboratory time reservations will be made by submitting requests to the Administrative Assistant. The students must also coordinate the laboratory time reservations with the Laboratory Coordinator to confirm availability of equipment.
- 26) Undergraduate students must request equipment access by filling in a Laboratory Equipment Check-out form available on the School's website.
- 27) Faculty Supervisors must be present on-site (in C.J. Sanders Fieldhouse) during all work conducted in the Laboratory Facility by undergraduate students, and aware of their activity. Faculty Supervisors may delegate supervision to the Laboratory Coordinator or to a Graduate Assistant or other faculty or staff member who has received appropriate training in laboratory procedures and equipment usage.
- 28) Faculty Supervisors or a qualified designate must be present in the Laboratory Facility for the full duration of any maximally exhaustive exercise protocol.
- 29) Undergraduate students may not use the Laboratory Facilities after hours without prior approval from, and direct supervision by their Faculty Supervisor.

## **G. Specific Policies for Individual Laboratory Facilities**

## **Exercise Physiology Laboratory (SB-1025)**

- 30) Users must abide by the policies and procedures as identified in this document and all safety rules and laboratory guidelines as posted in the laboratory.
- 31) Usage of the Exercise Physiology Laboratory outside of regularly scheduled classes must be booked through the Administrative Assistant.
- 32) Any Exercise Physiology Laboratory equipment to be used outside the laboratory should be booked at least two days in advance using the Laboratory Equipment Check-out form available on the School's website. Equipment shall not be released from the laboratory without completion of this form and approval by the Laboratory Coordinator.
- 33) Training on specialized equipment housed in the Exercise Physiology Laboratory (metabolic carts, Wingate, spirometer, lactate analyzers, and treadmills) must be provided by the faculty member before usage is permitted. The Laboratory Coordinator will maintain training and calibration logs for laboratory equipment, as necessary.
- 34) Records of all maximally exhaustive testing must be collected by the instructors or assigned designates, and forwarded to the Laboratory Coordinator at the end of the term, for archiving.

## **Biomechanics (Multipurpose) Laboratory (SB-1028)**

- 35) Users must abide by the policies and procedures as identified in this document and also abide by all safety rules and laboratory guidelines as posted in the laboratory.
  
- 36) Usage of the Biomechanics laboratory outside of regularly scheduled classes must be booked through the Administrative Assistant.
  
- 37) Any Biomechanics laboratory equipment to be used outside the laboratory should be booked at least two days in advance using the Laboratory Equipment Check-out form available on the School's website. Equipment shall not be released from the Laboratory Facilities without completion of this form and approval by the Laboratory Coordinator.
  
- 38) Training on specialized equipment housed in the Biomechanics Laboratory must be provided by the faculty member before usage is permitted. The Laboratory Coordinator will maintain training and calibration logs for laboratory equipment, as necessary.
  
- 39) Records of all maximally exhaustive testing must be collected by the instructors or assigned designates, and forwarded to the Laboratory Coordinator at the end of the term, for archiving.

### **Adapted Laboratory (SB-1028A)**

- 40) Users must abide by the policies and procedures as identified in this document and also abide by all safety rules and laboratory guidelines as posted in the laboratory.
  
- 41) The Adapted Laboratory must be booked through the Administrative Assistant before usage. The adjacent observation room (SB-1028B) can be used for SB-1028A-related activities but cannot be booked separately.

- 42) Equipment housed in the Adapted Laboratory may only be used in the laboratory, unless prior arrangements are made with the Laboratory Coordinator. Equipment to be used outside of the laboratory should be booked at least two days in advance using the Laboratory Equipment Check-out form, available on the School's website. Equipment shall not be released from the Laboratory Facilities without completion of this form and approval by the Laboratory Coordinator or supervisor.
  
- 43) Training on specialized equipment housed in the adapted area (platforms/stability software) must be provided by the faculty member before usage is permitted. The Laboratory Coordinator will maintain training and calibration logs for laboratory equipment as necessary.

## **H. Risk Management Issues**

- 44) All students must be trained in the safe use of laboratory equipment. Training will be provided by the Faculty Supervisor in consultation with the Laboratory Coordinator and will adhere to the Risk Management guidelines set by the Risk Management Committee.
  
- 45) Faculty Supervisors are responsible for providing safety guidelines for their specific laboratory activities.
  
- 46) All equipment posing health and safety hazards will be properly marked by the Laboratory Coordinator.
  
- 47) Each laboratory must have a first aid/safety kit in an accessible place.

- 48) AED unit locations (on the lower level of the C.J. Sanders building and in the Hangar) must be posted in all Laboratory Facilities and classroom spaces. All personnel must be able to identify the locations of the AED units.
- 49) All faculty members using the Laboratory Facilities for undergraduate and graduate teaching will highlight the location of all safety equipment during the first laboratory session of the semester. This will ensure that students have been informed as to where to access this equipment if needed.
- 50) Maximally exhaustive exercise protocols require direct supervision by the faculty supervisor or qualified designate with appropriate training and familiarity with the protocols. Completed consent forms and records of maximally exhaustive exercise screening checklist data must be filed with the Faculty Supervisor and archived at the end of the term.
- 51) All contaminated bio-hazardous materials must be appropriately disposed of in the collection bins provided by the Human Resources Department of Lakehead University.
- 52) Any risk management problem must be immediately brought to the attention of the Laboratory Coordinator, who will then notify the chair of the Risk Management committee.

## **I. Liability**

- 53) All faculty members, staff, and students must be aware of the Lakehead University Emergency Procedures and adhere to them at all times.

- 54) All faculty members and staff have liability insurance coverage provided by Lakehead University during normal laboratory activity.
  
- 55) Students enrolled in courses and/or workshops, hired by faculty members, or involved in university research are also covered by Lakehead University liability insurance. This coverage does not extend to the spring/summer terms unless the student is being paid or is enrolled in a course.
  
- 56) Lakehead University Coverage is not extended to outside users.
  
- 57) Participants in research projects must read and sign informed consent forms approved by the Lakehead University Ethics committee or the School of Kinesiology Ethics committee, as appropriate.
  
- 58) Faculty or graduate students working alone outside normal business hours must adhere to the relevant University-wide guidelines
  
- 59) Lakehead University guidelines and policies on harassment and discrimination, as posted on the Human Resources section of the Lakehead University website, must be followed.

## **J. Emergency Response Plan**

- 60) Lakehead University Emergency Procedures and Information are posted in all Laboratory Facilities, and take precedence over any locally-established procedures.
  
- 61) The campus emergency number 8-911 is available without interruption, and must be called first in case of an accident or emergency.

- 62) The Lakehead University Emergency Response Team (the first responder) operates only during the fall and winter terms; for the remainder of the year, the campus security team will respond directly.
  
- 63) WHMIS guidelines are provided through the Lakehead University website. Training on WHMIS procedures is provided for all faculty, staff, and graduate students and must be completed yearly. Records of completion are maintained by the Administrative Assistant.
  
- 64) Current First Aid and CPR-C (or equivalent) certification is required for all laboratory users (faculty and staff). Records of certification are maintained by the Administrative Assistant.
  
- 65) Standard First Aid and CPR-C (or equivalent) certification is a program requirement for all Kinesiology students. Records of certification are maintained by the Administrative Assistant.
  
- 66) Emergency procedures should be developed and maintained by the Risk Management Committee, included in each laboratory course outline and reviewed with the students by the course instructor at the beginning of the first laboratory session.