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.

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

1. Floor plan, safety features, emergency plan
2. Gaining card access to ARC
3. Planning and advertising a research study in the ARC
4. Room/equipment booking
5. Equipment loans
6. Keys and cabinets
7. Equipment training requirements and documentation
8. Staff/student training requirements and documentation
9. Other lab safety/inspections
10. Regarding study participants, training clients and other guests
11. Parking passes
12. Computer usage
13. Operation of boardroom equipment
14. Hematology lab (232 ARC)
Automated External Defibrillators (AED)

An AED is located in a case directly outside 235 ARC. Opening this case will trigger an alarm. A keycard is attached to the AED that will allow you to access rooms within the ARC. Other nearby AED units include:

- Outside room 240 ARC near the door of the first aid room (253 ALC).
- Across from the Active Living Centre customer service desk.
Eyewash/Safety Shower Station
There is an eyewash/safety shower located in the East hallway of the ARC (across from 230 ARC). See the University InfoSafety bulletin here: http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/EyewashShowerInfoBulletin.pdf
This station should only be used in case of emergency – it is not intended as a water fountain.

Fire Extinguishers
Users should familiarize themselves with the emergency exit plan for the Active Living Centre. Diagrams are located on the wall in 202 ARC and 205 ARC. Other fire safety documents are available at http://www.umanitoba.ca/faculties/kinrec/safety/procedures.shtml
There are five fire extinguishers located in the ARC:
- Directly inside main entrance
- Adjacent to changeroom 238 ARC
- Adjacent to counseling room 225 ARC
- Adjacent to counseling room 227 ARC
- Adjacent to washroom 206 ARC

Emergency Contacts
Emergency contacts for the ARC are as follows:

1. Principal Investigator (PI is an emergency contact when the emergency is related to a research project of that PI)
2. Edye-Mazowita, Alex 474-7858 203 ARC Lab Coordinator
3. Gushulak, Jeff 474-9125 127 FKC FKC Building Coordinator
4. Wang, Simon 474-6952 214 ARC 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 are available to emergency responders at the Lab Coordinator’s desk underneath the telephone, and on the WHMIS door signs for 232 and 240 ARC.

Emergency Plan
Users should familiarize themselves with the Faculty of Kinesiology & Recreation Management’s emergency plan, located at http://www.umanitoba.ca/faculties/kinrec/safety/plan_chart.pdf.
Additional information is available in the University Emergency Quick Reference Guide.

Working Alone
The faculty’s Working Alone Policy – Graduate Program document shall apply to all students and staff in the ARC. Of note in this document is the section Working with subjects that are exerting physical effort:

For all activities requiring physical effort on the part of subjects, there should be a “buddy” present, whether the activity is on- or off-campus. It is highly recommended that the “buddy” be trained in CPR, particularly if the activity is taking place off-campus and is higher risk. All students/employees involved in this type of work should have current certification in CPR and be trained in emergency procedures relevant to the location of testing.
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 8:30 AM – 4:30 PM are responsible for ensuring that the front door remains closed when it is not in their direct sight.

2. Gaining card access to ARC

Staff and students needing access to the ARC must complete the **ARC Access Card Form** located at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html). Once you return the form to the Lab Coordinator, your encoded card will take up to one week to activate.

You must resubmit this form annually by August 31.

3. Planning and advertising a research study

When a researcher intends to use FKRM space for a research study, they must first complete the **ARC Research Booking Form**. The information requested within (study protocol, ethics approval, space/equipment needs) will help the Lab Coordinator to provide the researcher with all necessary resources and may avoid the need to complete other forms or use QReserve as seen in sections 4 and 5. The form is available at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html)

There are several advertising/recruitment opportunities to be found within FKRM space, including:

- **Bulletin board** (1) (across from main office 102 FKC)
  
  *Note that the bulletin board at the East entrance to Extended Education is controlled by SAHPER. Visit [http://umanitoba.ca/faculties/kinrec/undergrad/sahper/](http://umanitoba.ca/faculties/kinrec/undergrad/sahper/) for contact information.*

- **Wall-mounted digital monitors** (19)
  
  - 2 x 40” – 145 corridor north wall (after entering the turnstiles)
  - 2 x 40” – wall behind the Customer Service Desk
  - 4 x 40” – bulkhead above the Customer Service Desk
  - 2 x 48” – touch screen (kiosk) on level 100 in corridor to/from ALC Lot
  - 1 x 40” – level 200 in waiting area in the Applied Research Centre
  - 1 x 55” – level 200 lounge area
  - 3 x 40” – entrance to each of the 3 MPRs; portrait orientation
  - 2 x 55” – level 300 by Fitness Attendant Desk
  - 2 x 55” – level 400 north wall

- **Exercise equipment digital monitors** (113 screens accessible by 11,808 members, including 6,336 students)

**Instructions for posting advertisements are as follows:**

- **Bulletin board**
  
  - Provide submitted protocol and all amendments with all approval letters for this project.
• **Wall-mounted digital monitors and cardiovascular exercise machines**
  o Provide submitted protocol and all amendments with all approval letters for this project to the Lab Coordinator.
  o After all documents are sent to the Lab Coordinator, the Lab Coordinator will indicate to the Communications Coordinator that the project is approved for posting, and the researcher will be included in this correspondence. Any requests from the Principal Investigator to the Communications Coordinator prior to approval from the Lab Coordinator will not be addressed. The electronic file for display should be sent to the Communications Coordinator in a graphic or Powerpoint format, ideally in 1920 x 1080 resolution (16:9 ratio). If you do not have a graphic/slide prepared, please send any ethics-approved text you would like included on the advertisement to the Communications Coordinator and he will create a suitable advertisement.
  o The ethics submission must specify the digital/electronic nature of these ads in addition to the building (Active Living Centre) in which they will be displayed.
  o The Lab Coordinator will work with the Communications Coordinator and Principal Investigator to post the advertisement appropriately and determine an end date for advertising.

4. **Room/equipment booking**

Room and some equipment booking is done through the online QReserve system. Instructions for using this system can be found at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html).

The boardroom (220 ARC) is an exception to this rule. Please contact the Scheduling Coordinator (Karen Murison) at 474-6495 to book this room.

Information about user group priority of different spaces can be found at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html).

Rooms bookable through QReserve include:
- 210 ARC – Office/workstation
- 219 ARC – Small meeting room
- 224 ARC – Human Performance Lab
- 225 ARC – Small meeting room
- 227 ARC – Small meeting room
- 228 ARC – Mobility and Aging Lab
- 230 ARC – Sport Psychology Lab
- 231 ARC – One on one/counseling room
- 232 ARC – Hematology Lab
- 233 ARC – Exercise testing & assessment
- 235 ARC – One on one/counseling room
- 237 ARC – Exercise testing & assessment
- 240-A ARC – Treadmill Suite
240-B ARC – Cardiovascular Exercise Suite
240-C ARC – Strength Training Suite

Equipment bookable through QReserve includes:
- Vmax Encore metabolic cart (1)
- Parking passes (3)

Other equipment is listed in a Word file available on the ARC website. Please see the Lab Coordinator to use these items.

5. Equipment loans

Certain small faculty equipment can be loaned on a temporary basis. This will require completion of the Equipment Loan form, which includes an agreement with the Lab Coordinator on a return date. Please communicate with the Lab Coordinator for the most up-to-date list of available equipment. The Equipment Loan form can be located at http://umanitoba.ca/faculties/kinrec/research/arc.html

6. 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 or complete the ARC Research Booking Form (if the need is related to a research study and you have not yet completed the form). When you receive the key, you and the Lab Coordinator will set a mutually agreeable return/renewal date. Only a PI can obtain a key.

Lost keys will be assessed a $15 charge to the PI’s FOAP.

7. Equipment training and documentation requirements

If you plan to use the Vmax Encore metabolic cart or the Biodex S4 dynamometer, you must first be trained in their use. Please see Vmax Met Cart SOPs and Biodex S4 SOPs at http://umanitoba.ca/faculties/kinrec/research/arc.html.

Other equipment such as treadmills and bikes have SOPs listed on the ARC website but do not require training to use.

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

8. Staff/student training requirements and documentation

All staff and students using space in the FKRM must read this document and sign the final page.
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. The Province requires that we document that you have received and understood this training. To do this you will be asked to complete a short online test. Resources and a link to the test are available at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/training/NewWorker.html

Please print your results page and give to the Lab Coordinator.

Staff or students working with controlled materials (i.e. in hematology lab) must complete an online WHMIS presentation and quiz located at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/chemical_safety/WHMISProgram.html. Note that you must complete both WHMIS 1988 and WHMIS 2015. Please print your results page and give to the Lab Coordinator.

Staff or students who wish to submit to any University of Manitoba Research Ethics Boards must complete a research ethics training module entitled Tri-Council Policy Statement 2: Course on Research Ethics (TCPs 2: CORE). The module is available at http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/

Though not mandatory, you are advised to print a copy of the certificate and provide to the Lab Coordinator if you do not wish to retain the copy yourself.

Staff or students working with human blood/body fluids or other human pathogens in 232 ARC or elsewhere must provide a record of immunization. The University has a template available at https://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/ImmunizationAppAug06.pdf

The need for immunizations is based on the University’s Risk Assessment for Laboratories document located at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/Appendix_6_Working_with_Human_Blood_Tissues_and_Body_Fluids_with_Risk_Assessment_Worksheet.pdf

Please provide your immunization records to the Lab Coordinator.

The Principal Investigator should discuss the Laboratory Safety Checklist for New Lab Personnel with any new lab personnel (students, research assistants) before they start work in the lab. A copy of this document can be found at http://umanitoba.ca/admin/vp_admin/risk_management/ehso/images/Laboratory_Safety_Checklist_for_New_Lab_Personnel_revised_Dec_13_07(1).doc

The completed form should be submitted to the Lab Coordinator, who will add his signature as the WHMIS Coordinator.

9. Other lab safety/inspections

The Lab Coordinator will conduct a safety inspection of lab spaces twice annually (once in Fall term, once in Winter term) at a time agreed upon by the Lab Coordinator and Principal Investigator. These investigations are supportive in nature and will help to identify any gaps in lab safety. The Lab Coordinator will keep records of each inspection on file.
10. Regarding 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. This improves guest safety and research participant confidentiality. Guests include:

- Canadian Sports Centre Athletes
- Personal training clients
- Research study participants
- Undergraduate students enrolled in PERS 1500, KIN 4460 & KIN 4560.

Researchers and staff are responsible for providing parking passes and locker keys to their clients.

You are encouraged to share the ARC Guest Parking document with clients to help them find the area. You can find the document at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html)

The door to the ARC locks automatically outside of regular business hours (8:30-4:30 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.

11. Parking passes

The Lab Coordinator has three parking passes which may be used by study participants. The passes are valid for the ALC lot, visible on the ARC Guest Parking document located at [http://umanitoba.ca/faculties/kinrec/research/arc.html](http://umanitoba.ca/faculties/kinrec/research/arc.html)

The cost of parking with these passes is $0.75 per hour (50% of the normal University rate). The parking passes are booked in minimum blocks of one hour. To reserve a parking pass, please book them through QReserve (Parking Pass 1 – ALC Lot, Parking Pass 2 – ALC Lot, Parking Pass 3 – ALC Lot).

Once booked, parking passes can be taken from first cabinet in the filing room (203A ARC). Removing a parking pass without booking one beforehand or immediately after use may result in loss of parking pass privileges.

Note that the FOAP will be charged according to when parking passes have been booked on QReserve. If passes were booked for six hours but used for only two, the FOAP will be charged for six hours.

FOAPs will be billed for parking August 31 and Feb 28. These dates are negotiable with the Lab Coordinator.

12. Computer usage

All ARC computers (with the exception of the met cart and Biodex terminals) offer UMnet login. Users should save any information on their personal H drive rather than local C drive. These desktop computers are available in:
218 ARC
220 ARC
231 ARC
233 ARC
235 ARC
237 ARC

225 ARC and 227 ARC feature wall-mounted monitors with HDMI and VGA inputs suitable for laptop computers.

If a PI wishes to bring in an additional computer for use on the network, please see the Lab Coordinator to ensure that the security features and operating system of the computer are sufficient for use in the ARC and to discuss its use and location.

If a PI wishes to bring in an additional computer that will not be connected to the network, please inform the Lab Coordinator as to its use and location.

In either scenario, PIs are responsible for ensuring that the computer security and software meets specifications as outlined in their ethics documents.
13. Operation of boardroom (220 ARC) 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 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.

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. Alex has additional specialty cables available.

**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.

![Image of boardroom computer interface]

**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 in the drawer.
- 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.

![Image of tablet interface]
14. Hematology lab (232 ARC)

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 inform Dr. Stephen Cornish immediately by calling 204-381-7296 (c) or 204-474-9981 (w).