



LAB KEY AND ACCESS CARD PERMISSIONS POLICY AND PROCEDURES

Purpose

To protect the property and privacy of the University of Saskatchewan (USask) and of individuals assigned to use Health Sciences facilities, by limiting access to owned or leased facilities to assigned individuals and to their supervisors.

Access requirements

USask staff and students joining a lab in the Health Sciences Building must contact their laboratory manager to arrange for keys and/or an access card. Before obtaining unsupervised access to the laboratories, individuals must:

- be listed as authorized personnel on an approved and active Biosafety Permit for the area they wish to access.
- be registered to attend, or have already attended, the Laboratory Safety and Biosafety training courses offered on campus through Workplace Safety & Environmental Protection (WSEP).
- attend a Facility Orientation session as given by their laboratory manager.
- have the laboratory manager complete and submit a Health Sciences *Key and Access Card Request/Cancellation Form* (found on the Health Sciences website at healthsciences.usask.ca) on their behalf.
 - All laboratory access requests must be authorized and submitted by the laboratory manager.

Personnel who meet the above requirements will be granted keys and/or access cards as required.

- **Keys and/or access cards are non-transferable from one individual to another and may not be shared.** Failure to comply with this policy risks loss of access privileges to any and all parts of the Health Sciences Building. Students found in non-compliance of this policy will be reported to their supervisor.
- Individuals not in possession of a valid access card may meet with the laboratory manager for the respective area to arrange for a temporary day pass card.
 - Day passes can only be issued on the authorization of a laboratory manager submitted via the Health Sciences website and will be available for pick up from the Health Sciences general office in Room 5D30 within five business days.
- Individuals who lend out their ID cards or fail to comply with any laboratory policies or standards may have their card access privileges revoked. Initial offenses will result in a 24-hour restriction of access. Compounding events will result in greater loss of card functionality.

Visitors

Visitors must be cleared in advance with the area laboratory manager. All guests and visitors must sign in and out in the visitor log located at the write-up desk in the entrance of each laboratory. Card passes can be arranged for registered visitors in some circumstances. Visitors include:

- Guests of researchers
 - These guests must be approved by the laboratory manager and cluster spokesperson.
 - Approved guests will be admitted to the laboratory at the discretion of the researcher they are working with.
- USask personnel who have not completed the training courses to receive their own access card.

Visitor safety

All laboratories are considered to be Level 2, and appropriate PPE must be worn where required.

- Visitors must remain under the direct supervision of the sponsoring faculty member or their designate.
- Visitors must adhere to all University of Saskatchewan requirements and follow the laboratory rules and policies of each laboratory.
- Visitors must be at least 16 years of age and may not have access to projects involving hazards without special training and authorization.

Principle Investigator responsibilities

Principle Investigators are responsible for:

- ensuring all personnel working in the laboratory are listed on their biosafety permit.
- ensuring all personnel have been appropriately trained.
- notifying the laboratory manager when members no longer require facility access.

Card use

Access cards must be used every time when entering laboratories — even when entering with other members of the laboratory. Individuals must place their card on the card reader each time they enter the laboratory space.

If temporary access is needed to other laboratory areas, individuals should contact their laboratory manager to arrange to have access granted on their existing card for the required time period.

Laboratory doors must not be left unsecured at any time — laboratories must be locked 24 hours per day.

Acknowledgement

I have read and understood the above document and agree to abide by it.

	Signature	Date
Laboratory manager		
Researcher		