Use of Bench Protectors

Contents

[Purpose 1](#_Toc508092537)

[Scope 1](#_Toc508092538)

[Responsibilities 1](#_Toc508092539)

[Supervisors 1](#_Toc508092540)

[Workers 2](#_Toc508092541)

[Procedure for Rolled Benchcoat 2](#_Toc508092542)

[Procedure for Diapers 2](#_Toc508092543)

# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory>>>

The purpose of this SOP is to lay out the responsibilities and procedures required for use of protective bench coatings.

The purpose of this SOP is to ensure work surfaces are protected and able to be decontaminated effectively.

# Scope

This SOP applies to all persons working in a laboratory and their supervisors.

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring work surfaces are free from chips or defects which allow the penetration of liquids.
* Through the office of the Departmental Chair, submit a work order to repair benches which cannot be decontaminated effectively due to chips, unsealed seams and surface defects.
* Provide protectant for work surfaces.

## Workers

Workers are responsible for:

* Following this SOP as approved by their supervisor
* Reporting any benching with surface defects to their supervisor

# Procedure for Rolled Benchcoat

1. Remove all items from the surface to be protected.
2. Wash surface, ensuring it is dust free.
3. Select and cut the desired length of benchcoat.
4. Place benchcoat on surface to be protected, plastic side down.
5. Tape edges down using tape sparingly.
6. The liquids spilled on benchcoat are supposed to be absorbed immediately.
7. The liquids spilled on a benchcoat are not supposed to bead and roll off.

# Procedure for Diapers

1. Remove all items from the surface to be protected.
2. Wash surface, ensuring it is dust free.
3. Place diapers on surface to be protected, plastic side down.
4. Tape edges down using tape sparingly.
5. The liquids spilled on diaper is supposed to be absorbed immediately.
6. The liquids spilled on a diaper are not supposed to bead and roll off.

