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1.0 INTRODUCTION

The Research Core Facilities (RCF) is located at the Keenan Research Centre for Biological Science, under the oversight of the Research Facilities Department. The primary objective of RCF is to cultivate and foster connections within the research community at St. Michael's Hospital.

FOUNDING PRINCIPLES:

- **Facilitating Collaboration:** The RCF aims to foster collaboration and promote interactions among researchers and programs. It provides a shared research space accessible to all researchers, supported by dedicated and knowledgeable staff. This facilitates efficient utilization of research areas leading to cost reduction and overall savings in research expenditures.
- **Non-Profit Operation:** The facility operates on a not-for-profit basis and is designed to be financially sustainable, receiving support from both the institution and end users.
- **State-of-the-Art Equipment:** To enhance research capabilities, state-of-the-art equipment is made available to all research staff within the facility.
- **Training and Guidance:** The RCF support staff is committed to providing instrument training and expert guidance to all personnel, ensuring proficiency in equipment operation and methodology.
- **Institutional Responsibility:** St. Michael's Hospital assumes responsibility for both the ongoing maintenance of the Research Core Facility and the proper care of the equipment housed within it.

2.0 ASSOCIATED PROCEDURE

General training of workers- St. Michael's prioritizes a safe workplace and complies with Ontario's Occupational Health and Safety Act. The Internal Responsibility System emphasizes shared safety responsibility. New workers must complete safety training within three months, covering rights, responsibilities, and, if applicable, basics of biosafety and infection control. Workers also undergo annual refresher training to reinforce and update their knowledge. This ensures an ongoing commitment to a secure and healthy work environment.

Training on individual pieces of equipment- All equipment and rooms in the core facility have had a risk assessment performed on them and those identified as having a significant risk require workers to be specifically trained in its use. Training will be conducted by the Research Core Facilities (RCF) Coordinator to which the equipment is assigned.

Worker responsibility- Core equipment is available to all staff, providing that they have had the appropriate training. It is the worker's responsibility to ensure that the equipment and areas they use are functional and clean before and after use. If equipment is non-functioning or has not been cleaned, workers are expected to inform the RCF specialist responsible for that core. Mistreatment of an equipment can result in a worker losing access to that piece of equipment.

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