

# Recreation NB | Loisirs N.-B.

## Standard Operating Procedures



## SOP Usage Statement

The Standard Operating Procedures (SOP) provided by Recreation NB | Loisirs N.-B. are intended as guiding documents to support our members. Recreation professionals should always confirm with current legislation, regulations, and municipal/provincial mandates before using SOPs. These resources are designed to give municipalities and organizations a starting point, which can then be customized to fit their local context and support best practices. **Recreation NB | Loisirs N.-B. does not assume any liability for the use of these resources; they are provided solely as a reference to help guide local practices.**

## SOP Frequency Legend

Frequency:	Description:
Daily	Task suggested daily
Weekly	Task suggested once per week
Monthly	Task suggested once per month
Quarterly	Task suggested once per every 3 months
Bi-Annual	Task suggested every six months
Annual	Task suggested once per year

## SOP Categories

To make navigation easier, SOPs are organized into categories. Users can browse by area of operation:

- Maintenance / General Facility
- Ice / Arena Operations
- Mechanical / Electrical / HVAC
- Safety
- Equipment / Tools
- Technology / Systems

## Updates & Revisions


Recreation NB | Loisirs N.-B. will review resources annually to ensure they reflect current best practices and member needs. New SOPs may be added and existing ones revised as regulations, standards, and facility practices evolve.

## Questions or Support

For questions about these SOPs, or to share feedback and local adaptations that may benefit other members please contact:

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### SOP Eyewash Station

**Category: Safety**

**Frequency: Weekly**

Weekly inspection of eyewash stations to confirm they are accessible, clean, and in proper working order. This includes activating the unit to flush water lines, checking flow and water clarity, and ensuring signage and lighting are visible.

### Tasks

Steps	Type	Name / Description
1	Instruction	Health and Safety
Ensure all best practice policies and health and safety policies are adhered to when completing the following tasks. If at any point in the maintenance procedure where health and safety is in question, STOP the procedure immediately and contact your supervisor before proceeding.		
2	Instruction	Check Function
Proceed to the ice plant. Check flow on the eyewash and shower station. Note valves that do not function or flow correctly. Ensure valves re-seat properly.		
3	Instruction	Cleaning
Clean the areas and any tools that were used to complete the tasks.		
4	Instruction	Report
Report any damage and required repairs to your supervisor. Initial, date and make notes regarding observations or parts required to the PM work order. Submit completed PM work order.		