



UNIVERSITY OF ALBERTA
WORKING ALONE PROCEDURES
Template

Preamble (Choose one or a combination of some to describe your circumstances/situations)

The nature of research is such that at times there will be the need for lab personnel (graduate students, lab technicians, lab assistants, postdoctoral fellows, research associates or principal investigators) to be on the premises outside of regular working hours, for example, to follow up on experiments.

OR

Our faculty and staff work regular campus hours. With the exception of a few scheduled evening courses, our staff is not required to work alone after hours, although some may choose to do so. Those staff who choose to work alone must comply with these Working Alone Procedures.

OR

Some staff and students choose to work after regular hours. Buildings, in which our staff and students are accommodated, have been made secure in accordance with University standards, and most offices are equipped with readily available phones or pay phones that have a direct line to University Protective Services in case of emergency. Those individuals who choose to work after hours must comply with these Working Alone Procedures.

Department/Faculty	Room and Building Location	Supervisor/Principal Investigator	Phone number
Chemistry/Science	CCIS4-140 , CCIS4-126	Robert E. Campbell	492-1849(work) 437-2741(home)

In a fire/life emergency situation, call 911 and identify yourself, what the emergency is and the location.

Emergency Procedures (Examples are not all inclusive). Include Contact Numers

Emergency Condition	Procedures
Medical	<ul style="list-style-type: none"> • If not serious use the First Aid Kit. • If serious, call Campus Security at 492-5555
Fire	<ul style="list-style-type: none"> • If fire is containable, attempt to put out fire using fire extinguisher, ect • If fire poses a danger, leave room, close doors, pull fire alarm(located near stairwell), leave building, and call 911 and Campus Security at 492-5555
Chemical Spill	<ul style="list-style-type: none"> • Clean up spill immediately, if necessary, use spill kit located in CCIS4-140
Biohazard Spill	<ul style="list-style-type: none"> • Follow procedure as outlined during Environment Health and safety Biosafety course.

Emergency Phone Numbers

Number	Contact	For
911	911 Operator	Fire/Life Emergency
492-5555	University Control Centre (24 hr)	Chemical spill
492-5050	University Protective Services (24 hr) http://www.protectiveservices.ualberta.ca/	Suspicious persons, non-emergency situations
492-5252	University Protective Services (24 hr) http://www.protectiveservices.ualberta.ca/	General inquiries
492-5563	Campus Safewalk-time varies within year	Coed escorts on and off campus

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	http://www.su.ualberta.ca/services_and_businesses/services/safewalk	
492-4833	Facilities Management Maintenance Desk (24 hr)	Maintenance emergencies
	Lab Tech at home(N/A)	
492-0518	Department Safety Officer/Representative Work	Assistance as required
492-1810	Office of Environmental Health and Safety 7:30 am to 4:00 pm	Information/assistance/advice

Location of Resources

Location	Item
Near stairwell	Fire alarm pull station
Outside room 4-126	Fire extinguisher
Room 4-140	Eye wash station
Room 4-140	Emergency shower
Do a computer search	MSDS sheets
Room 4-140	First aid kits and list of first aiders
Room 4-140	Small chemical spill clean up kit (Also contains list of people who will assist with clean up)
Outside room 4-126	Telephone
Outside room 4-026	Telephone back up (emergency buttons for Campus Security and 911)

Working Alone Procedures:

1. Your supervisor must provide an effective means of communication consisting of:
 - a. Radio communication; or
 - b. Landline or cellular phone communication; or
 - c. Some other effective means of electronic communication.
2. This communication system must include regular contact by the “employer” or designate at intervals appropriate to the nature of the hazards associated with the work you are doing
 - a. “Regular” contact by the employer or designate can be achieved by:
 - i. Using the University Protective Services Lone Worker Service:

<http://www.protectiveservices.ualberta.ca/>

 1. Contact University Protective Services at 780-492-5050 (note that a separate registration is required each time you work alone).
 2. Provide your name, exact location and telephone number you can be reached at.
 3. Inform University Protective Services how frequently they should contact you and your estimated time of departure (be sure to contact them if there are any changes or if you would like to cancel your booking (e.g. if you leave early or leave to work in a different location).
 4. University Protective Services will visit or phone you during the period and at the frequency you request.
 5. If University Protective Services is not able to contact you at the designated times, follow up procedures will be initiated, including immediate investigation of your worksite.
 - ii. Phone contact with your supervisor or co-worker:
 1. When you are working alone you must be in contact with your supervisor or co-worker.
 2. If this method is used as the working alone procedure you must contact them at the start of your working alone session, at an agreed upon frequency and when you depart.

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3. If they do not hear from you at the prescribed intervals they will take action by calling University Protective Services at 780-492-5050.
 4. If this option is used, the supervisor or co-worker must be willing to participate and must know exactly what to do if you don't check with them at the prescribed frequency.
3. After hours exiting alone use University Protective Services Safe Walk Program.

Hazard Assessment Examples

These are not all-inclusive but examples.

HAZARDS	ACTIONS TO MINIMIZE
<p><u>Laboratory and All Other Areas</u></p> <ul style="list-style-type: none"> • Chemicals, biohazardous material, radioactive material, flammable material, animals, sharps, UV light, lasers, Bunsen burners, compressed gases, etc. • <i>List all known hazards in all job activities.</i> 	<ul style="list-style-type: none"> • All laboratory staff are trained in standard laboratory procedures to ensure they are capable of properly handling the various hazards within the lab • Only persons familiar with lab protocol and standard operating procedures are authorized to work in the lab at any time • Personal protective equipment is provided and appropriate use is ensured • All staff know the location of first aid kits, spill kit and supplies, fire alarms, fire extinguishers, emergency showers/eye wash stations and telephones • Some activities may be deemed as not allowed when a staff member is working alone and a "buddy" system would be required. (Specify these activities)
<ul style="list-style-type: none"> • Use of ladders, electrical equipment/power tools, working in and around rotating equipment, confined space entry, etc. 	<ul style="list-style-type: none"> • Staff are trained and assessed as competent in the activity • Some activities may be deemed as not allowed when a staff member is working alone and a "buddy" system would be required. (Specify these activities) • Only approved and properly maintained tools and equipment are used • Lock out/tag out procedures are used. • Confined space entry procedures are used.
<ul style="list-style-type: none"> • Unauthorized personnel accessing work areas 	<ul style="list-style-type: none"> • Doors are closed and locked after regular hours • If a person is acting suspiciously University Protective Services is called at 492-5050 • Any persons accessing work areas without prior approval of the supervisor will not be allowed entry
<ul style="list-style-type: none"> • Accessing transportation home after dark or underground parkade after hours 	<ul style="list-style-type: none"> • Call Campus Safewalk at 492-5563 (Hours vary depending on the time of year) • Call University Protective Services for an officer escort at 492-5252
<ul style="list-style-type: none"> • Use of vehicles and other mobile equipment such as forklifts, All Terrain Vehicles (ATVs), boats, motorcycles, snowmobiles, etc. <p><i>The "Actions to Minimize" are extensive and reflect a response to a Workplace Health and Safety concern regarding the safe use of vehicles and other mobile equipment in University of Alberta activities.</i></p>	<ul style="list-style-type: none"> • All drivers will have a valid Class 5 license • Drivers must have fewer than 7 demerit points • All drivers shall have a Driver's Abstract • Discussion of driving/vehicle hazards shall include fatigue, wildlife on the road, road conditions, speed, log hauling trucks, stowage of field equipment, etc • The primary driver will take the trailer safety and handling course • Education regarding insurance coverage and waivers for non-University personnel as passengers • The vehicle will have proper safety equipment such as

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	<p>signal flares, safety cones, first aid kit, fire extinguisher, chains, tire changing and other tools, etc.</p> <ul style="list-style-type: none"> • All drivers to display driving competency as reviewed by field supervisor • All drivers to be knowledgeable with the manufacturer's manual • When using a cell phone or changing a tire-pull over to a safe spot • Check vehicle for obvious mechanical defects such as problems with lights, brakes, horn, steering prior to use • Drivers will be trained in use of 4 wheel drive and winch • Helmets will be worn at all times • Users to do mechanical inspection before each use • Wet roads and doubling increase the risk of injury and slow driving speed is required to maintain control • Before season, all users will be trained in ATV use • Eye protection to be worn • Loading and unloading methods are demonstrated and practiced • Chocking of tires and tie down use is demonstrated • Users to demonstrate knowledge and competency of proper use of ATV • And so on depending on the activity
<ul style="list-style-type: none"> • Field trip/field research hazards such as wildlife, getting lost, forest fires, etc. Contact the Field Research Office for further assistance. 	<ul style="list-style-type: none"> • These would be very specific hazards depending on the type and location of the field trip/research, however, any of the hazards should be looked at from the perspective of someone having to be alone while engaging in certain work activities e.g. studying birds in a heavily wooded area that has a wildlife population such as bears

All individuals who have the potential to work alone shall be made aware of this protocol.

Departmental Representative/
Supervisor Robert Campbell Signature [Signature]
Print name

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