

BIO-CBG Working Alone Safety Plan

Lab Personnel Name:

Lab Building & Room #:

Description work to be performed and when (specific dates, ongoing evenings etc.):

Hazard review (list potential hazards while working alone):

I agree to abide by the safety plan developed with my supervisor. I am aware of all hazards and risks while working alone and have received training in the lab-specific procedures. I am aware of the resources provided by the University that are available for my safety.

Lab Personnel Signature

Supervisor Signature

Date

Date

University of Guelph Working Alone Policy

Applicability:

This policy applies to all University of Guelph faculty, staff, students, volunteers and visitors who are performing work or activities alone that have the potential to result in exposure to hazardous materials or equipment or to environments that pose a risk of injury or illness due to hazardous conditions or violence.

Policy Statements:

1. Working alone is prohibited where prescribed by regulation or a University policy, program or procedure.
2. Departments are responsible for developing working alone safety plans and/or procedures as required to safeguard those individuals working alone.
3. Working alone safety plans and/or procedures shall be reviewed by the (local) joint health and safety committee or health and safety representative as applicable.
4. Supervisors shall be made aware of and approve all working alone situations.
5. Supervisors shall work cooperatively with employees, students and/or visitors to identify and assess working alone situations.
6. Supervisors shall put appropriate measures in place to mitigate, minimize or control risks identified with working alone situations.
7. Supervisors shall provide employees, students and/or visitors with appropriate training and instruction on the requirements for working alone.

PROHIBITED WORK-ALONE / AFTER HOURS ACTIVITIES:

- Working with hazardous materials - dispensing highly flammable liquids; dangerously reactive substances (e.g. peroxides, pyrophorics or water reactives); highly corrosive substances (e.g. hydrofluoric acid)
- Handling of acutely toxic materials (to be identified / discussed with PI)
- Any work involving possible exposure to high voltage electricity (voltages of approximately 2000 V and currents of more than 80 mA in electrophoresis procedures create the potential for a lethal electrical shock if the equipment is not operated properly)
- Changing compressed gas cylinders or working with compressed gases
- Temperature extremes
- Manipulation of pathogenic biological organisms
- Physical hazards (radiation, noise, electricity, slippery or unsafe surfaces)
- Dispensing cryogenics (liquid nitrogen or dry ice from bulk storage e.g. the 50L tanks)
- Any work requiring the use of respirators
- Meeting 1 on 1 with human research participants

Schedule these higher risk tasks to be done during normal business hours, or when another worker capable of helping in an emergency is present.

If you work alone you should make use of these precautionary plans and communication tools:

- access control – lock doors and do not to leave valuables (i.e., money, electronics, medications) in plain sight.
- buddy system – prearrange with someone (e.g. via text message) that you are going to the lab, when you expect to be done, and then text again when you are leaving. The “buddy” should be knowledgeable about the work being performed and capable of rendering assistance if necessary. This includes having access to the locked work area. Follow up with buddy or supervisor when you arrive home safely.
- The WorkAlone feature in SAFEGryphon smartphone app is a way for anyone to virtually check in with a family member, friend, co-worker or anyone they choose if the user is working late at night or is working alone or would feel safer if they were being checked up on during this time. The SAFEGryphon app provides access to a real time security feed, emergency contact and support resources.
- SafeWalk - is a student-run organization dedicated to providing people on campus with a safe and reliable escort after dark, 7:30pm until 2:30am every night.
- notification of Campus Police at Ext. 52245.