



UNIVERSITY OF ALBERTA

WORKING ALONE PROTOCOL

The nature of research is such that at times there will be the need for lab personnel (graduate students, lab technicians, lab assistants, post doctoral fellows, research associates or principal investigators) to be on the premises outside of regular working hours, for example, to follow up on experiments. Buildings, in which our staff and students are accommodated, have been made secure in accordance with University standards, and most offices are equipped with a phone or payphones that have a direct line to Campus Security are readily available in case of emergency. Those individuals who choose to work after hours must take responsibility for ensuring someone knows that they are working alone in a known location, and that they know what to do in an emergency situation. They are also advised to make appropriate use of the campus “Safewalk” service. It is also recommended that any staff who choose to work outside regular hours consider having a personal cell phone.

Department/Faculty	Room and Building Location	Supervisor/Principal Investigator	Phone number
Medical Genetics/Faculty of Medicine & Dentistry	8 th Floor, Medical Sciences Bldg	Department Chair – Dr. Michael Walter	780-492-0874 – Main line

In a fire/life emergency situation, call the University Control Centre at 492-5555 and identify yourself, what the emergency is and the location.

Emergency Procedures (Examples)

Emergency Condition	Procedures
Medical	<ul style="list-style-type: none"> • If not serious use the First Aid Kit located in the Copier Room 8-41. • 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, etc. • If fire poses a danger, leave room, close doors, pull fire alarm (located at all 4 8th floor stairwells), leave building, and call Campus Security at 492-5555.
Chemical Spill	<ul style="list-style-type: none"> • Stay clear and warn others • Assist injured or contaminated persons • Assess the situation. • Get help for all but minor spills • Clean up spill immediately. If necessary, use spill kit located in . • Report the spill • (Chemical Spill Response Guidelines are located in Room 8-41.
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
492-5555	University Control Centre (24 hr)	Any emergency: medical, fire, chemical spill
492-5050	Campus Security (24 hr)	Suspicious persons, non-emergency situations
492-5252	Campus Security (24 hr)	General inquiries
492-5563	Campus Safewalk-time varies within year	Coed escorts on and off campus
492-4833	Facilities Management Maintenance Desk (24 hr)	Maintenance emergencies
492-1810	Office of Environmental Health and Safety 730 am to 400 pm	Information/assistance/advice

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Location of Resources

Location	Item
Across from both elevators and at both middle stairway exits	Fire alarm pull station (4)
One in each lab, General Office 8-39 and at several locations throughout the 8 th Floor corridor	Fire extinguisher
Individual Labs	Eye wash station
Between Rooms 8-17 and 8-19	Emergency shower
Do a computer search	MSDS sheets
Room 8-41	First aid kits and list of first aiders
Individual Labs	Small chemical spill clean up kit (Also contains list of people who will assist with clean up)
All Labs	Telephone
Payphone is located in the University Hospital	Telephone back up (emergency buttons for Campus Security and 911)

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. 	<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-Campus Security is called at 492-5050 Any persons accessing work areas without prior approval of the supervisor will not be allowed entry

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<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 Campus Security for an officer escort at 492-5252
<ul style="list-style-type: none"> • Field trip/field research hazards such as wildlife, getting lost, forest fires, etc. 	<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 _____ Signature _____
Print name

Phone number _____ Date _____

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