



## Working Alone in Labs

Working is considered when someone is working by themselves in such a way that assistance is not readily available should injury, illness or an emergency to occur. Because of the nature of research in such times that there will be the need for lab personnel to be on the premise outside of regular working hours. With the exception of a few scheduled evening courses, staff are not required to work alone after hours. Some students and staff choose to work after regular hours. Accommodations have been made secure in accordance with university standards, and most offices are equipped with readily available phones that have a direct line to the University Police in case of emergencies. Individuals who do choose to work alone must comply with these working alone procedures.

## Working alone Best Practices

- Notify others that you will be working alone
- Implement a buddy system
- Be alert and aware of your surroundings
- Wear required PPE in the laboratory, even after hours
- Know the location of and access to emergency equipment (i.e. safety shower, eye wash, fire alarm, and fire extinguisher)
- Avoid walking alone
- Do not perform new Experiments
- Do not perform tasks That are not appropriate for working alone
- Reduce the amount(s) of hazardous materials used



## Working Alone in the Lab

- If you must work alone :
  - Use the buddy system: don't work without someone else knowing where you are and what you are working on.
  - Make arrangements to check on each other periodically.
- Be smart:
  - Limit activity to certain hours (where people may be nearby)
  - Limit activity with certain materials.
  - Establish a system to contact help immediately
  - Be familiar with the chemistry (chemicals and equipment)
    - no new experiments!

