



Section:	Policies & Responsibilities	Template Date of Issue:	2006.01.01
Part:	Laboratory Policy	Template Issued By:	Environmental Health & Safety
		Template Revision #:	--
Pages:	1	Template Revision Date:	--
		Template Revised By:	--

In all laboratories: _____
Building and Room #'s

under supervision of Dr. _____
Principal Investigator Name

all personnel in the laboratory must consistently adhere to the following while working alone policy.

- Policy:** The following operations/experiments/conditions (specified by principal investigator) may NOT be conducted while working alone:

2. Responsibilities

Principal Investigator (Supervisor):

- Must emphasize the need and importance of prohibiting working alone for certain high-risk procedures or tasks as determined by a hazard assessment.

Worker:

- Schedules experiments and work procedures to minimize potential hazards of working alone.
- Consults with supervisor as necessary to schedule work done after hours or otherwise in isolation and to maintain communications during such work periods, by use of closed circuit TV or by line of sight.

3. Procedures

- If the nature of the work performed after normal hours make an operation relatively safe (e.g., recording data, operating an instrument, counting plates), check in procedures are not required. Such work tasks are typically part of a written operating procedure of long standing and involve routine procedures that experience has shown to be safe.
- Work of a clearly hazardous nature (e.g., tasks involving high energy, acute toxics (i.e. cyanogen bromide, hydrogen sulfide, carbon monoxide), explosives, large volumes of cryogenic liquids, or high pressure situations) must not be conducted alone. Such activities must be scheduled during normal working hours or performed when another worker capable of helping, if an emergency should arise.
- Work involving entry into confined spaces must never be conducted alone (i.e. entry into closed vessels).
- Procedures for locking out, tagging out, or isolating hazards during maintenance and repair of equipment or systems are required.

Signed: _____ Date: _____
Principal Investigator Signature

PRUDENT PRACTICE - ADVICE FOR POLICY WRITER

Definition: **ALONE** means beyond visual or audible range of any other individual for more than a few minutes at a time.

Supervisor defines type of experiments which may or may not be conducted while working alone and under which conditions working alone is permitted. Working alone in certain circumstances, situations, or environments may be unsafe and requires special arrangements to minimize potential hazards, especially in a laboratory after regular hours poses an additional risk to life and property. Additional information is located in the Working Alone Guidelines.