



LABORATORY POLICY – AFTER-HOURS OPERATIONS

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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 policy on after hours operations.

- Policy:** The following operations / experiments / conditions (specified by the supervisor) may not be run after - hours:

2. Responsibilities

Principal Investigator (Supervisor):

- Specify experiments / procedures, which may are not allowed to be conducted after – hours.
- Must ensure that all workers are aware and following these procedures.

Worker:

- Schedules experiments and work procedures to prevent after-hours hazardous operations / procedures / experiments.

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 after hours. Such activities must be scheduled during normal working hours, if an emergency should arise after hours there is limited response capability.

Signed: _____ Date: _____
Principal Investigator Signature

PRUDENT PRACTICE - ADVICE FOR POLICY WRITER

Working after regular hours especially in a laboratory poses an additional risk to life and property and in certain circumstances, situations, or environments can be unsafe and requires special arrangements to minimize potential hazards. The Principal Investigator must decide which operations, or experiments can or cannot be conducted after-hours (attended or unattended).

- You may feel there are no hazardous conditions which would restrict after hours operations, therefore no restrictions on after-hours operations.
- You might not allow any experiments after hours.
- You might prohibit certain operations or procedures (each procedure must be specific) to be carried out after hours.
- You might specify which operations or procedures can be carried out after hours.