**WORKING ALONE PROCEDURES[[1]](#footnote-1)**

**Insert Lab or Group Name**

**Updated Dec. 2019**

The nature of research is such that at times there will be the need for lab personnel (graduate students, lab technicians, lab assistants, postdoctoral fellows, research associates or principal investigators) to be on the premises outside of regular working hours, for example, to follow up on experiments. Those individuals who choose to work after hours must comply with these Working Alone Procedures.

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| **Department/Faculty** | **Room and Building Location** | **Supervisor/Principal Investigator** | **Phone Number** | |
| **Botany/Science** | **Biological Sciences, 6270 University Blvd.**  **2nd Floor, West Wing, Room 2234/2244** | **PI or supervisor name** | **Phone** |

**In a fire/life emergency situation, call 911 and identify yourself, what the emergency is, and the location.**

**Emergency Procedures:**

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| **Emergency Condition** | **Procedures** | |
| **Medical** | * Dial 911 to report the emergency. Arrange an entrance where you can meet the responders. * Have someone go to door to meet the responders and guide them inside to the location of the emergency. |
| **Fire** | * Pull the nearest fire alarm. * Evacuate the building. |
| **Chemical Spill (small)** | * Call for help and alert others to the spill BEFORE you begin cleanup. * Use the spill clean-up kit and follow appropriate clean-up procedures. |
| **Chemical Spill (large)** | * Dial 911 and Vancouver Fire and Rescue Services (VFRS) will notify the Hazmat Team. * Notify Risk Management Services (RMS) by phoning the Main Office at 604-822-2029 * Warn others and evacuate the area. |
| **Gas Leak** | * Call 911 * Shut down equipment. * Evacuate building, closing doors as you leave. |
| **Electrical failure or Tripped Breaker** | * Call the trouble calls emergency number 604-822-2173 |
| **Flooding / Water leak** | * Call the trouble calls emergency number 604-822-2173 |

**Emergency Phone Numbers:**

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| **Number** | **Contact** | **For** |
| **911** | **911 Operator** | **Fire/Life Emergency** |
| **604-822-2222** | Campus Security | Suspicious persons, security |
| **604-224-1322** | RCMP – University Detachment | Reporting a crime |
| **604-822-2029** | Risk Management Services (RMS) | Information/assistance/advice |
| **604-822-7662** | UBC Hospital Urgent Care | Medical emergencies (8 am – 10 pm) |
| **604-822-4444** | Campus First Aid (UBC Workers Only) | Medical emergencies (24hrs) |
| **604-682-5050** | Poison Control Centre | Suspected poisoning by medicine, chemical, etc. |
| **604-822-2173** | Facilities Management | Maintenance emergencies |
| **604-822-5355** | UBC Safewalk (8 pm – 2 am) | Escorts across campus |
| **604-822-2173** | Trouble Calls | Building maintenance and emergencies |

**Lab-Specific Emergency Phone Numbers:**

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| **Number** | **Contact** |
| **Phone** | Contact Person |
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**Location of Resources:**

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| **Item** | **Location** |
| **Fire alarm pull station** | Locations |
| **Fire extinguisher** | Locations |
| **Eye wash station** | Locations |
| **Emergency shower** | Locations |
| **MSDS sheets** | Locations |
| **First aid kits** | Locations |
| **Small chemical spill clean-up kit** | Locations |
| **Telephone** | Locations |

**Working Alone Procedure:**

1. **Deciding whether a check-in is required**  
   Whether a worker needs to set up a check-in depends on how dangerous the work is – i.e. the kinds of hazards involved, how frequently they work with them, and how reliable the access to help is. A risk assessment using the Working Alone Risk Assessment Tool provided by UBC Risk Management Services can be used to estimate check-in frequencies recommended for different hazards. The hazards which can accompany work done routinely in our lab (indicated on the next page) will probably not cause injuries requiring immediate medical care, and we are usually not exposed to these risks every day, so check-in should occur every 3-5 hours. To minimize risk, try to schedule work of this nature during regular hours when help is more readily available. If the worker is required to do this kind of work outside regular hours (e.g. after 7 pm on weekdays, weekends, holidays) they should arrange for a check-in every 3-5 hours during that period. A worker doing non-hazardous work does not need to arrange a check-in.
2. **Arranging a check-in**  
   Check-in Partner: The check-in partner should be a responsible person who is familiar with the facilities, the hazards in question, and the check-in procedure. The check-in partner must also be available to communicate during the check-in period. Generally, the worker’s supervisor or a senior lab member is preferred.   
   Information to Provide: For each occasion requiring check-in, the worker should provide the check-in partner with information about when they plan to start and stop work, the room(s) and building(s) they plan to work in, the hazards they will be working with, contact numbers for the worker and the check-in partner, and a phone number of a friend or family member of the worker who can act as an emergency contact. The worker and the check-in partner should also agree on check-in frequency, method, and procedures ahead of time.  
   Check-in Times: The worker should arrange to check-in when they start working, at an agreed upon frequency while working, and when departing work. The frequency of check-ins between these times should reflect the risks associated with the work (consult the RMS Working Alone Risk Assessment Tool if you are uncertain).  
   Communication Methods: The check-in method can be flexible to meet the needs of the individuals in question (e.g. phone, text, email), however both parties must acknowledge the check-in. For example, if the worker sends their check-in partner a text, the partner should send the worker a text in response to indicate that the check-in has been received. This confirms that the check-in partner is alert, allowing the worker to safely continue.
3. **How to check-in**
   1. The worker should check-in with the check-in partner within 5 minutes of the predetermined check-in time.
   2. If the check-in partner does not hear from the worker within 10 minutes of the check-in time they should initiate contact with the worker.
   3. If the worker does not respond, the check-in partner should call Campus Security at 604-822-2222 and provide the following information: name of worker, location, phone number, last time of contact, and potential hazards.
   4. UBC Campus Security will attempt to call the worker’s cell phone number. If there is no answer, they will visit the work location and check on the worker in-person.
   5. UBC Campus Security will call the check-in partner and inform them whether they were able to locate or make contact with the worker.
   6. If UBC Campus security was unable to locate or make contact with the worker, the check-in partner will contact the worker’s emergency contact to verify it is not a false alarm (this must be done delicately so as not to cause alarm to the family).
   7. If the worker was not located or contacted through communications with their emergency contact, the check-in partner will travel to the worker’s location to ascertain their status.
   8. If necessary, call 911 and request help.

**Hazard Assessment:**

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| **GENERAL PRECAUTIONS** | |
| * 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 protocols 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, telephones and emergency numbers. * If possible, reschedule hazardous activities for regular working hours. * Some activities may be deemed as not allowed when a staff member is working alone, and a “buddy” system would be required. | |
| **SPECIFIC HAZARDS** | |
| **HAZARDS** | **ACTIONS TO MINIMIZE RISK** |
| Hazards specific to the general lab environment or specific to an experiment | * General actions to minimize risk, this is intended as a basic checklist and does not replace a safe work procedure. |
| Liquid Nitrogen (LN2) | * Wear eye protection, lab coat and cryo-gloves. * Use appropriate receptacles designed for use with LN2 and do not overfill. * Use in a well-vented location as the gas displaces normal air. |
| Dry Ice | * Wear eye protection, lab coat and cryo-gloves. * Use appropriate receptacles. * Use in a well-vented location as the gas displaces normal air. |
| Autoclaves/Heat Sources | * Wear protective clothing (lab coat, gloves). * Use appropriate containers and trays and do not overfill or fully seal them. * Use a cart to transport large/heavy loads. |
| Compressed Gas Cylinders | * Ensure cylinders are secured safely and fitted with appropriate safety devices. * Use extra caution when transporting or repositioning cylinders. * Close off cylinders when not in use. |
| Hazardous Chemicals | * Read and follow MSDS sheets. * Wear protective clothing (lab coat, goggles, gloves, mask) when required. * Work in a fume hood when required. * Follow appropriate disposal protocols. * Know where spill clean-up kits are located. |
| Sharps | * Use protective clothing (lab coat, goggles) when required. * Follow appropriate disposal protocols. * Know where first aid kits are located. |
| Flame and Flammable Substances | * Know the location of nearest fire extinguisher and how to operate it. * Know the location of the nearest fire pull-station. * When working with flammable liquids, have a metal cover nearby that will fit over the container should the liquid catch fire. |
| Unauthorized Personnel | * Close and lock doors after regular hours. * If a person is acting suspiciously call Campus Security at 604-822-2222. * Do not allow persons without prior permission to access work areas. |
| Accessing Transportation Home After Hours | * Call Safewalk at 604-822-5355 (from 8 pm to 2 am). |

1. Template kindly provided by the Haughn and Kunst Labs [↑](#footnote-ref-1)