

Working Alone Standard Operating Procedure – Life Sciences Building Biology Administrative Areas

Name: _____ Student or Employee No: _____

Date

Working Alone Standard Operating Procedures for Administrative Areas only

For: Staff, faculty, students and volunteers who work alone.

A standard operating procedure must be created for all work areas even if there is no likelihood of individuals working alone. A SOP must be in place should the situation arise.

- To be assessed jointly by supervisor and persons work alone
- training provided to all individuals working alone
- be aware of regulatory restrictions affecting working alone - see section 6.1 of RMM#304
- submit this report to the JOHSC of your area for their review
- SOP document must be reviewed and resubmitted on an **annual** basis.

Building: _____ Room #: _____

Supervisor (s): _____ Emergency phone #: _____

Protocols in place at the workplace for working alone

- 1) Identification badges must be worn
- 2) ALWAYS CALL SECURITY WHEN WORKING AFTER HOURS OR ON WEEKENDS;
Security No: 905-525-9140 ext. 24281
- 3) A central telephone must be available with emergency telephone numbers of supervisors or designates posted - where is it? Or identify the alternative communication system which you have in place. Eg radio system.
- 4) Staff will check in with their supervisors (designate) every _____ hrs. (based on the risk of the work they are doing)
- 5) For MUMC site, as an added security feature, you may wish to sign in and out at the security desk at the entrance to the ER (east of the front entrance, 2nd floor) or submit list of regularly scheduled workers in advance (eg CAF). Security ext 76444

Expected hours during which staff will work alone

Weekday

6:00 to 8:30 a.m. 4:30 p.m. to midnight. 5:00 p.m. to 8:00 a.m. Other: _____

Weekends

8:00 a.m. to 5:00 p.m. 8:00 a.m. to 12:00 p.m. 24 hours Other: _____

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Emergency assistance

In the event of an emergency, assistance will be provided by:

- | | |
|--|--|
| <input type="checkbox"/> Hamilton Health Science locations 5555 | <input type="checkbox"/> McMaster Campus Security 88 |
| <input type="checkbox"/> St. Joseph's Hospital 7777 | <input type="checkbox"/> Emergency Services/Paramedics 911
(outside hospital setting) |
| <input type="checkbox"/> Community Centre Health Services 7777
(Stoney Creek) | |

Where is the closest nearby individual? Is there a way to contact them?

Security of the area - personal safety issues

- All doors to be kept locked when staff is working alone
- Additional security controls specific for your area? i.e. mirrors, surveillance cameras, etc.

The Working Alone Policy requires supervisors and workers to perform a risk assessment. Please consider tasks that will be performed alone and the risk involved. This may help to determine if tasks can be performed alone.

	Task	Hazard	Controls	Worst Case Scenario
<input type="checkbox"/>	Typing, filing, office work	Unauthorized individual enters area	Locking doors after hours Checking for ID Contacting Security if you see questionable individuals.	Injury or assault in area.
<input type="checkbox"/>	Lifting or moving heavy boxes	Strain back, arms or neck Drop box and injury self Trip while carrying box	Not allow heavy items to be moved after hours. Use a trolley or cart Attend proper lifting training.	Permanent disability or injury to worker resulting in lost time or WSIB claim
<input type="checkbox"/>	Preparing beverages or food in kitchenette-lunch room	Appliances not in good working order i.e. frayed cords. Burns from hot food or beverages	Inspect appliances regularly. Take care when preparing hot food and beverages	Fire. Start the REACT process.

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Are there known current physical disabilities or medical conditions that may affect the health or safety of an individual working alone? (Do not provide names)

Training and Experience that must be in place and up-to-date for the individual to work alone:

- Due Diligence (All supervisors must have due diligence. Training must be completed every five years)
- Fire Safety lecture (at site) followed by Annual fire quiz for individual's host medical institution
- Administrative WHMIS, FHSc **OR** Administrative Orientation, HHSc (Host hospital) (one time only)
- Technical Lab WHMIS followed by Annual WHMIS Update
- Review of RMM#304 and this working alone procedure (SOP) – mandatory for all staff

High risk tasks which may NOT be performed by individuals working alone:

Issues which are still of concern to staff/supervisors:

Signature of supervisor (s) _____ Date: _____

Supervisor Name: _____

(please print)

I have reviewed this policy with my supervisor and understand the Working Alone Policies for my laboratory.

signature of student / employee