

DEPARTMENT OF IMMUNOLOGY WORKING ALONE POLICY

INTRODUCTION:

The purpose of a working alone policy has two parts:

1. To ensure that when workers are working alone, **they can get help in an emergency.**
2. In cases where a worker is incapacitated or unable to call for help themselves someone must come looking for them.

Emergencies include but are not limited to physical injury due to work place accidents, illness or trauma, fire, flood, explosion, structural collapse, poisoning, intrusion/invasion by unauthorized or dangerous people or any other event which threatens the safety and security of people, property or the environment.

PROCEDURE:

Communication – A worker must be able to attract assistance in case of emergency. Communication elements include:

1. Phones (land lines, cell phones and emergency red phones)
2. If all else fails pull the fire alarm.

PLANNING:

- When a worker works alone (**e.g. weekends, evenings, late nights, early mornings, public holidays, in animal holding facility, walk in freezers, etc**) someone should know and care.
- When walking back to the parkade late in the night or at odd hours, it is safer to call for Safe-Walk (555 from a University phone, or #555 from a cell phone or MTS or Rogers wireless)

Planning elements include:

Check in and check out: with a supervisor, friend, relative or spouse (your guardian).

1. Let them know where you are going including Laboratory, Room number and local phone number(s).
2. Provide your contact/guardian with the phone number for Campus Security
3. Phone in to tell them if you move or change location.
4. Let them know when you expect to be back.
5. Respect your contact/guardian, remember to check out when work is finished.

Check up:

- Contact your guardian **EVERY 15-30 min** if you will be working alone for a long time so they know you are all right.

Response:

- If you miss your check up or check out time make sure your contact/guardian will try to contact you.
- **IF THEY CAN'T CONTACT YOU THEY SHOULD CALL THE SECURITY DEPARTMENT IMMEDIATELY TO CHECK FOR YOU.**

DON'T FEEL FOOLISH IN ASKING FOR EMERGENCY HELP, IT COULD MEAN YOUR LIFE!!