DEPARTMENT OF IMMUNOLOGY
WORKING ALONE POLICY

The purpose of a Working Alone Policy is to:

a) Ensure that when employees are working alone, they can get help in an emergency or;
b) If an employee is incapacitated and/or unable to call for help someone comes looking for them.

What constitutes an Emergency? 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:

1. Check In
   - Tell someone - a supervisor, friend, relative, guardian or spouse that you are working late or after hours.
   - Let them know where you are including Building name, Room number and local phone number(s).
   - Provide your contact/guardian with the phone number for Campus Security (204) 789-3330.

2. Check Up
   - Call, text or message your contact/guardian EVERY 15-30 minutes to let them know you are alright.
   - If you move or change locations let your contact/guardian know include a time of when you should be back at your original location.

3. Check Out
   - Let your contact/guardian know when you are finished working.
   - SafeWalk - If you are walking to the parkade or a bus stop late at night or at odd hours call SAFEWALK AND/OR SAFE RIDE - Dial 555 from a University phone, or #555 from a cell phone or MTS or Rogers wireless

4. Response
   - If you miss your check up or check out time your contact/guardian should try to reach you.
   - If they can’t reach you, your contact/guardian should call CAMPUS SECURITY (204-789-3330) IMMEDIATELY so that someone can check on you.

COMMUNICATION IS THE KEY! You must be able to attract assistance in case of emergency.
   - Use a land line, your cell phone or the emergency red phones (found on almost every floor of the Apotex building).
   - If all else fails pull the fire alarm.

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