



## Faculty of Engineering

### Authorization for Working Alone

The Faculty of Engineering has identified areas in which students and staff may be at heightened risk if working alone. These areas are clearly identified by entrance signs indicating “Do not Work Alone without prior authorization”. Prior authorization is obtained by completing this form in full. Authorization to work alone is not granted until this form is signed by your immediate supervisor, and a copy is sent to [engineeringworkalone@umanitoba.ca](mailto:engineeringworkalone@umanitoba.ca).

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Student or Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_

Relationship of Emergency Contact: \_\_\_\_\_

Telephone for Emergency Contact: \_\_\_\_\_

Room Number for which authorization is sought: \_\_\_\_\_

Is a First Aid Kit Available in this room?:      Yes      No

Is a telephone available in this room?:      Yes      No

Name of Person who has reviewed risks with you: \_\_\_\_\_

Date of this Review: \_\_\_\_\_

What specific task(s) are you authorized to undertake while working alone?

What are the specific safety and health hazards in the work area and associated with the authorized task?

Name of person who has reviewed safety procedures with you:

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Date of this review: \_\_\_\_\_

What specific task(s) are you authorized to undertake while working alone?

What are the mandatory actions required to eliminate or reduce the safety and health hazards?

What tasks are prohibited while you are working alone? (e.g. working from ladders is prohibited)

What personal protective equipment must you wear while working alone?

To ensure your safety, during the time you are working alone it is mandatory that someone will contact you regularly.

Name of person that will contact you: \_\_\_\_\_

This person will contact you via:

In person                      by telephone                      other method \_\_\_\_\_

They will contact you:

Every 30 mins                      Every hr                      Every 2 hrs                      End of Shift

If your contact person cannot reach you at one of the predetermined times, he or she will make another attempt in five minutes. If this second attempt fails to get a response from you, he or she will call Security Services at 204-474-9312)

**Emergency Information:**

In case of an emergency the following person will be called:

Contact Name: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Signature of Supervisor (must be University employee)

\_\_\_\_\_ Date: \_\_\_\_\_

Expiration Date of this Authorization: \_\_\_\_\_

Signature of Person Responsible for Area in which you will be working:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student or Worker: \_\_\_\_\_ Date: \_\_\_\_\_

**Email completed and signed form to [engineeringworkalone@umanitoba.ca](mailto:engineeringworkalone@umanitoba.ca)**