



## UNIVERSITY OF ALBERTA

### WORKING ALONE PROTOCOL

Some staff and students choose to work after regular hours. Buildings, in which our staff and students are accommodated, have been made secure in accordance with University standards, and most offices are equipped with a phone or payphones that have a direct line to Campus Security are readily available in case of emergency. Those individuals who choose to work after hours must take responsibility for ensuring someone knows that they are working alone in a known location, and that they know what to do in an emergency situation. They are also advised to make appropriate use of the campus “Safewalk” service. It is also recommended that any staff who choose to work outside regular hours consider having a personal cell phone.

**If working alone, either inform another group member or Campus Security (492-5050 or 492-5252) when you start, what room(s) you will be working in, and when you leave the lab, because they will have building access in the event of problems.**

Department/Faculty	Room and Building Location	Supervisor/Principal Investigator	Phone number
Chemistry/Science	W3-44, W4-50 Chemistry Building	Dr. Liang Li	780-492-3250 (work) 780-436-2460 (home) 780-270-4363 (cell)

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

#### Emergency Procedures

Emergency Condition	Procedures
<b>Medical</b>	<ul style="list-style-type: none"> <li>If not serious use the First Aid Kit.</li> <li>If serious, call Campus Security at 911.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>If fire is containable, attempt to put out fire using fire extinguisher, etc.</li> <li>If fire poses a danger, leave room, close doors, pull fire alarm (located outside, near the stairwells), leave building, and call Campus Security at 911.</li> </ul>
<b>Chemical Spill</b>	<ul style="list-style-type: none"> <li>Clean up spill immediately. If necessary, use spill kit located in W3-44.</li> </ul>
<b>Biohazard Spill</b>	<ul style="list-style-type: none"> <li>Follow procedure as outlined during Environment Health and Safety BioSafety course.</li> </ul>

#### Emergency Phone Numbers

Number	Contact	For
<b>911</b>	University Control Centre (24 hr)	<b>Any emergency:</b> medical, fire, chemical spill
<b>492-5050</b>	Campus Security (24 hr)	Suspicious persons, non-emergency situations
<b>492-5252</b>	Campus Security (24 hr)	General inquiries
<b>492-5563</b>	Campus Safewalk-time varies within year	Coed escorts on and off campus
<b>492-4833</b>	Facilities Management Maintenance Desk (24 hr)	Maintenance emergencies
<b>492-1810</b>	Office of Environmental Health and Safety 730 am to 400 pm	Information/assistance/advice

#### Office of Environmental Health & Safety

### Location of Resources

Location	Item
Outside, in the hallway, near the stairwells	Fire alarm pull station
At all doorway entrances to each lab	Fire extinguisher
W3-44, W4-50, next to each bench	Eye wash station
Room W3-44, W4-50	Emergency shower
W3-44, links available on desktop	MSDS sheets
Room W3-44	First aid kits
Room W3-44	Small chemical spill clean up kit
Room E4-33	Telephone

### Hazard Assessment Examples

*These are not all inclusive but examples.*

HAZARDS	ACTIONS TO MINIMIZE
<u>Laboratory and All Other Areas</u> <ul style="list-style-type: none"> <li>Chemicals, biohazardous material, radioactive material, flammable material, animals, sharps, UV light, lasers, Bunsen burners, compressed gases, etc.</li> </ul>	<ul style="list-style-type: none"> <li>All laboratory staff are trained in standard laboratory procedures to ensure they are capable of properly handling the various hazards within the lab</li> <li>Only persons familiar with lab protocol and standard operating procedures are authorized to work in the lab at any time</li> <li>Personal protective equipment is provided and appropriate use is ensured</li> <li>All staff know the location of first aid kits, spill kit and supplies, fire alarms, fire extinguishers, emergency showers/eye wash stations and telephones</li> <li>Some activities may be deemed as not allowed when a staff member is working alone and a “buddy” system would be required. (Specify these activities)</li> </ul>
<ul style="list-style-type: none"> <li>Unauthorized personnel accessing work areas</li> </ul>	<ul style="list-style-type: none"> <li>Doors are closed and locked after regular hours</li> <li>If a person is acting suspiciously-Campus Security is called at 492-5050</li> <li>Any persons accessing work areas without prior approval of the supervisor will not be allowed entry</li> </ul>
<ul style="list-style-type: none"> <li>Accessing transportation home after dark or underground parkade after hours</li> </ul>	<ul style="list-style-type: none"> <li>Call Campus Safewalk at 492-5563 (Hours vary depending on the time of year)</li> <li>Call Campus Security for an officer escort at 492-5252</li> </ul>

**All individuals who have the potential to work alone shall be made aware of this protocol.**

Departmental Representative/Supervisor: Professor Liang Li

Phone number 2-3250

Date Sept 4, 2018

### Office of Environmental Health & Safety