



Environmental Health & Safety

Procedure for Working Alone

EOSMS– XXXX

Effective Date: XX/XX/XXXX

Page 1 of 1

It is not prudent for **anyone** to work alone when the work involves hazardous materials and/or equipment, or in areas where hazardous procedures are taking place. When working alone, the ability to respond to an accident could be severely impaired, resulting in serious personal injury, death, and/or catastrophic property damage.

When working with hazardous materials and/or equipment, in an area where hazardous procedures are taking place, or outside of normal business hours, ensure at least one other person is present in the vicinity of where you are working, or is at least aware of your activities. If working alone cannot be avoided, the following must be in place:

- Hazard assessments must be completed for procedures that involve working with hazardous materials and/or hazardous equipment
- There must be standard operating procedures (SOPs) in place that involve working with hazardous materials, hazardous equipment, and/or general hazards associated with working alone
- SOPs must include information on the hazards associated with the work, safe work practices, personal protective equipment, emergency contacts, emergency procedures, and other information as appropriate
- All employees and students must be trained on the basic safety measures for the work area and on the specific SOPs for hazardous procedures that involve working with hazardous materials and/or hazardous equipment
- Faculty, supervisors, employees, and students must review and sign in agreement to follow the SOPs.

For additional guidance on this procedure, refer to the Guidelines for Working alone document.

Note: This procedure states the minimum best practices for situations where working alone may not be avoidable. Colleges, safety committees, individual Principal Investigators or supervisors may choose to implement procedures that are more restrictive. In this event, the more restrictive procedure shall take precedence.