

COLLEGE OF ENGINEERING

WORKING ALONE AND/OR AFTER HOURS POLICY AND PROCEDURE

BACKGROUND AND PURPOSE:

Personnel (including students, faculty and researchers) may need to conduct laboratory work after hours and/or alone, when and where assistance is not readily available in the event of an injury or other emergency. In these situations additional precautions are necessary to minimize the risk of a workplace injury as well as to ensure a reasonably appropriate response to an emergency. Therefore a formal working alone and/or after hours plan is required in these situations.

This policy and related procedures have been developed in compliance with the University of Saskatchewan's Working Alone Policy 3.12: http://www.usask.ca/university_secretary/policies/health/3_12.php

WORKING ALONE AND/OR AFTER HOURS POLICY:

Researchers and students throughout the College of Engineering must have a Working Alone and/or After Hours Plan completed and approved prior to conducting work in any laboratories outside of regular departmental hours (which is after 5:00 PM and before 8:00 AM on Monday to Friday; and anytime on holidays and on weekends). The planning worksheet is on pages three and four of this document.

Formal written plans for working alone and/or after hours must be developed by the supervisor together with the worker(s). Plans are to be laboratory specific; therefore personnel will have more than one active plan if they work in more than one lab.

Plans generally include an arrangement for supervisors to maintain regular communication with personnel working alone and/or after-hours, an outline of expected work activities, a job safety analysis (which is to be completed with the lab technician), as well as the identification of prohibited activities.

All plans must be reviewed by the laboratory technician, and if necessary by a member of the College of Engineering Local Safety Committee, prior to the commencement of work activities. Also, depending on the nature of the work activities additional documentation may be required, such as a summary of research activities, the provision of training records and/or relevant standard operating procedures.

RESPONSIBILITIES:

Department Heads: are responsible to help ensure departmental personnel observe this policy and procedure. In addition, if there is evidence that shows a plan is not adequate or effective in protecting the health and safety of workers working alone and/or after hours then this shall be brought to the attention of the department head for further review and amendment.

Research Supervisors: A) (including faculty and principal investigators) shall review laboratory and research activities under their control to identify all individuals who will be required to work alone and/or after hours. Supervisors are then required to develop written plans for all identified personnel working alone and/or after hours, this must be done together with the worker. Once a plan is in place supervisors are expected to ensure workers adhere to the specific conditions and prohibitions in the plan.

Research Supervisors: B) shall also make efforts to minimize the need to work alone and/or after hours. If work activities are risky, hazardous or require any special provisions then supervisors must take all reasonable steps necessary to protect the health and safety of researchers and students. This may include ensuring that more than one worker is present and/or scheduling the work during regular departmental hours.

Personnel who Work Alone and/or After Hours: must help to develop their individual working alone and/or after hours plan(s). They are then responsible to comply with the conditions in the plan as well as follow all related standard operating procedures and safe work practices.

Laboratory Managers or Technicians: shall review all working alone and/or after hours plans for their lab, as well as conduct a job safety analysis with the worker to help identify acceptable and prohibited activities. Further, lab technicians will provide training relating to standard operating procedures (SOPs) to personnel conducting research alone and/or after-hours working within a laboratory or laboratories under the technician's control.

WORKING ALONE AND/OR AFTER HOURS PROCEDURE:

Follow the steps below to create a safe work plan for conducting research work alone and/or after hours:

- a) The Worker must have first completed the required Safety Orientation for Employees (in-person) and Laboratory Safety Course (online), provided through Safety Resources; as well as any other required training as necessary, such as WHMIS 2015 (online), Biosafety (online) or Radiation Safety Training.
- b) The supervisor and worker(s) shall complete the Working Alone and/or After Hours Plan planning worksheet together. Completion of this form creates the basic formal written working alone and/or after hours plan for individual worker(s) in a specific laboratory. The supervisor may sign the plan at this time.
- c) The worker shall then provide the plan to the laboratory technician for review and discussion. The laboratory technician together with the worker will carry out a job safety analysis (JSA) to identify and satisfy lab training requirements, as well as listing any prohibited activities.¹
- d) If there is concern about a work alone and/or after hours plan it shall be amended and/or reviewed by a member of the College of Engineering Local Safety Committee (LSC). Work cannot start until any concerns are resolved and the plan is acceptable to everyone involved.
- e) Ensure the plan is accurate and signed by the worker, supervisor, and laboratory technician. Scanned e-copies are to be provided to the laboratory technician, worker, and the LSC (as necessary, if high risk) prior to the commencement of work activities. The supervisor will retain the signed original plan.
- f) Any additions or changes to the plan must be agreed upon by the worker, supervisor, the laboratory technician (and the LSC as necessary), must be detailed in writing and signed as an amendment to the original plan, with copies provided to the supervisor, worker (and the LSC as necessary) prior to the commencement of work activities. The laboratory technician retains original amendments.

FOLLOW THE STEPS BELOW IF ANY CONCERNS ARISE DURING THE CARRYING OUT OF THIS PLAN:

- 1) The laboratory technician shall discuss concerns with the worker and inform the supervisor of the concerns (this may be documented with an email). Resolve concerns immediately if possible.
- 2) If concerns cannot be resolved in a timely manner then inform the Local Safety Committee and the Department Head (this may be documented with an email).
- 3) Work cannot resume until concern is resolved and the plan is acceptable; refer to and complete step f) from above to document the resolution of concerns.
- 4) All related emails and other documents should be printed, initialed, dated and attached to the original plan.

Authorized :


 Suzanne Kresta
 Dean of other management designate,
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Date:

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¹ Safety Resources is available to assist, if necessary, in the development of Working Alone and/or After Hours Plans.