

Working Alone

Undergraduate students must not work alone in a laboratory at any time. A second person must be present and must assume responsibility for supervision of the undergraduate. The work carried out must be authorized by a faculty member.

For other members of the Department, working alone is usually defined as working in a laboratory outside of normal working hours (8:30 a.m. to 4:30 p.m., Monday through Friday) in the absence of any other co-workers. Individuals may work alone if their laboratory work is of a non-hazardous nature and if there is someone else working on the same floor and wing of the building and is aware of their presence.

If, for some reason, hazardous work must be performed outside normal working hours then the following procedure must be followed:

1. The work must have your supervisor's approval,
2. A second co-worker must be available in case of emergency, or
3. The Emergency Report Centre (ext. 36111) and/or Campus Security (ext. 36733) must be contacted to set up a check-in routine with you; they must be contacted once your work is completed.

If you are working late at night, both the Campus Security Escort Service (ext. 36080) and the A.M.S. Walk-home Service (ext. 39255) are available.