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.