

WORKING ALONE PLAN

Department: Biology

Date: Jul 22, 2024

Supervisor: Dr. Kim Cuddington

Room(s): B2 241

Procedure

1. Working alone, especially after regular business hours, should be avoided whenever possible.
2. Working alone requires supervisor/PI knowledge or approval.
3. Work tasks are divided as per the risk assessment below (examples are found in the [Guide](#)).

Risk	Tasks
High Risk Working alone is prohibited as per applicable regulations.	N/A
Moderate Risk <ul style="list-style-type: none">▪ Each area must develop an <u>SOP</u> for tasks being performed.▪ Each area must identify security measures to prevent entry of non-authorized users (e.g., locked doors).	- Handling ethanol (training and SOP provided to all lab members) SOP: https://github.com/Cuddington-Lab/documents/blob/main/sop_ethanol_signed.pdf
Low Risk May work alone, however minimal precautions are required. <ul style="list-style-type: none">▪ Check-in processes are mandatory with (Supervisor or UW Police via WatSAFE).▪ Access to phone and security measures are required.	- Lab maintenance: planting, watering plants, changing aphid dorns, maintaining sterile duckweed cultures, handling lab sanitation

4. **Check-In:** Workers should complete periodic check-ins via (select the chosen method):

☐ WatSAFE App every (min)

☒ Contact PI directly every (min) by ☐ Phone: , or ☐ Email:

5. **Security:** For individuals working in the lab alone, please inform Kim Cuddington, or your designated supervisor, when Dr. Cuddington is unavailable, by indicating when you enter and when you leave on the lab Slack using the #checkin channel. You are also encouraged to use the Watsafe App. or after October 2024. Rearoup Mobil app. Working alone should be
6. **Emergencies:** Report emergencies immediately to 911 or to Police Services at 519.888.4911 or Ext. 22222. Promptly follow the directions of those responsible for emergency response during an emergency.
7. **Acknowledgements:** Complete the supervisor and worker acknowledgements on page 2.


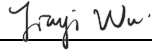
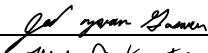
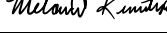
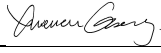
Supervisor acknowledgement

By signing below, the supervisor acknowledges that they understand the materials provided as linked guidance and will follow and enforce the guidance within this plan.

Date	Name (Printed)	Signature
Jul 22, 2024	Dr. Kim Cuddington	

Worker acknowledgements

All workers who have been permitted to work alone must sign this document below indicating they have read, understand and will follow the guidance in this plan.

Date	Name (Printed)	Signature
Jul 22, 2024	Debora Andrade-Pereira	
Jul 22, 2024	Eddie Wu	
Jul 22, 2024	Jed Yvan Gasmen	
Jul 22, 2024	Melanie Kuntze	
Jul 22, 2024	Simaran Malhi	
Jul 22, 2024	Xuewen Geng	

For more information, please refer to:

- [UW Working Alone Guidelines](#)
- [UW Police Personal Safety Guide](#)
- [WatSAFE](#)