5.2 WORKING ALONE PLAN

Depending on the work being undertaken, and if employees or students will be expected to work alone, a working alone plan may be required. To determine if you need a plan refer to UW’s Working Alone Guide.

State which of the following is applicable:

(1) All work in this laboratory is deemed low risk and can be done alone, following the above plan, and providing that the research group has implemented a periodic check-in protocol; OR,

(2) A working alone protocol is established and formalized as a Standard Operating Procedure SOP. The SOP should include what materials, equipment and equipment are deemed high-risk and cannot be utilized while alone; and, include information security measures that are in place to protect against theft, property damage, or personal injury due to an intruder. All individuals approved to work alone must be trained on the SOP.

Regardless of which option above is applicable to the laboratory, undergraduate students (including Co-op and honours thesis students) and volunteers are under no circumstances permitted to work alone.

If you are the only person in the laboratory, please adhere to the working alone guidelines: https://uwaterloo.ca/safety-office/occupational-health-safety/working alone-guideline

*Please see SOP for high and moderate risk activities following the signatures in this document.*

**The PI will state in their plan that either the work in the laboratory is all of low risk and can be done by trained workers safely when alone, or that specific chemicals/equipment are not to be used when alone.**

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All work in this laboratory is deemed low risk and can be done alone, following the above plan, and using the periodic check-in protocol described below.

**Low risk activities**

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 the lab and when you leave on the lab Slack using the #experiment channel. your entry. You are also encouraged to use the Watsafe App as well. Working alone should be scheduled in advance with your supervisor. Refresh your knowledge on the working alone guideline each time you work alone in the laboratory.

***Moderate/High Risk***

No moderate or high risk activities are untaken in the lab.

***Theft/Intruder***

It is recommended that if you are working in the lab alone that you keep the doors locked. If you are entering another lab, identify yourself as you enter.

Please be aware of the Emergency procedures - Violent situation and Fire/Evacuation – please see signage in lab.

**Signatures (PI & all those with access to the lab):**

** (PI)**

**(Debora Andrade Pereira)**