

## **WORKING ALONE PROCEDURES – Department of Human Ecology**

### **Preamble**

Human Ecology staff and students normally work regular campus hours. However, the nature of academic work is such that there may be times when staff and students are required to be on the premises outside of regular working hours (e.g., for an evening class). As well, some staff members and students choose to work outside of regular hours. The building in which our staff and students are accommodated is secured in accordance with university standards and many offices are equipped with readily available phones in case of emergency. **Those individuals who choose to work alone and/or choose to work outside of regular work hours must comply with the working alone procedures.**

### **INSTRUCTIONS for Implementation of Working Alone Procedures**

- All individuals who have the potential to work alone shall be made aware of this protocol, and complete the relevant sections of the attached document.
- The procedure will be discussed with faculty members and graduate students in Fall 2018. In subsequent years, the working alone procedure will be introduced to new graduate students during their orientation in the late summer/ early fall.
- Responsibility for ensuring that staff and students are made aware of the working alone procedure is as follows:
  - a. Faculty members will discuss with each of their graduate students when they meet to complete program contracts. When student progress reports are completed, the working alone procedure will be reviewed and updated if necessary.
  - b. The Department Chair will discuss with faculty members as part of their annual review meetings.
  - c. The Department Chair will discuss with professors emeritus.
  - d. The Assistant Chair will discuss with the Academic Initiatives Coordinator.
  - e. Faculty members will discuss with research staff and visiting scholars who are working with them.
  - f. A notice along with the working alone protocol will be posted in the Undergraduate Lounge in the basement of the HEB indicating that students who work alone in the office outside of regular hours need to talk with the Department Chair. The Department Chair will ensure they are made aware of the procedures and will complete the attached form.
- Each completed and signed form will be submitted to the Department Chair to review – and will be kept on file in the HE office.

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Department/Faculty	Room and Building Location	Supervisor/Principal Investigator	Phone number
Human Ecology/ALES	Room: _____ Human Ecology Bldg. corner of 116 street & 89 Avenue		(780) 492- _____

### Hazard Assessment

Hazards	Actions to minimize
<ul style="list-style-type: none"> <li>Unauthorized personnel accessing work areas</li> </ul>	<ul style="list-style-type: none"> <li>Building and office doors are closed and locked after regular hours.</li> <li>If a person is acting suspiciously, UAPS will be called at 780 492-5050.</li> <li>Always carry a cell phone at all times when working alone.</li> </ul>
<ul style="list-style-type: none"> <li>Leaving the building after hours/after dark (accessing parkade, transportation; walking across campus)</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students are encouraged to call Safewalk 780-492-5563 <a href="http://www.su.ualberta.ca/services/safewalk/">http://www.su.ualberta.ca/services/safewalk/</a></li> <li>When Safewalk is closed, may call UAPS 780-492-5050.</li> </ul>
<ul style="list-style-type: none"> <li>Other hazards, including fire and medical emergencies, are similar to those that could occur during regular work hours – except that other people aren't as readily available to assist.</li> </ul>	<ul style="list-style-type: none"> <li>Implementation of working alone procedures as outlined below.</li> <li>Carry a cell phone at all times when working alone.</li> </ul>

**In a fire/life emergency situation, call 911 and identify who you are, what the emergency is and the location.**

### Emergency Phone Numbers

Number	Contact	For
911	911 Operator	Fire/Life Emergency
780-492-5555	Campus Control Centre (24 hr)	Chemical spill, maintenance emergencies (e.g. flood, power outages)
780-492-5050	University Protective Services (UAPS) <a href="http://www.protectiveservices.ualberta.ca/">http://www.protectiveservices.ualberta.ca/</a>	Complaints/information

### Emergency Procedures

Emergency Condition	Procedures
Medical	<ul style="list-style-type: none"> <li>Call someone to assist you if necessary</li> <li>Use the materials provided in the first aid kit, if appropriate (located in 314 HEB)</li> <li>Call 911 with pertinent information (identify yourself and provide your location)</li> </ul>
Fire	<ul style="list-style-type: none"> <li>Never try to fight a fire – remove the fuel source, if possible (i.e. turn off gas, unplug hotplate)</li> <li>Close door to room on way out of the room</li> <li>Call 911 with pertinent information (identify yourself and provide location of fire)</li> </ul>

	<ul style="list-style-type: none"> <li>• PULL FIRE ALARM – EVACUATE BUILDING</li> </ul>
Unauthorized persons accessing work area	<ul style="list-style-type: none"> <li>• Do not prop open entrance doors to building after hours.</li> <li>• Keep doors closed and locked to prevent entry by unauthorized persons.</li> <li>• Call UAPS, 492-5050, if you see anyone acting suspiciously.</li> </ul>

**Location of Resources**

Item	Location of Resources
Fire alarm pull station	3 <sup>rd</sup> floor: South corridor next to 301; North corridor next to exit door. 2 <sup>nd</sup> floor: North corridor next to exit door
Fire extinguisher	3 <sup>rd</sup> floor: South corridor next to 305; East corridor across from 329; North corridor across from exit; West corridor next to 320. 2 <sup>nd</sup> floor: South corridor across from 208; North corridor across from exit
First aid kit	Room 314
Telephone	Room 314

**Communication when working alone**

1. Your supervisor must provide an effective means of communication consisting of:
  - a. Radio communication; or
  - b. Landline or cellular phone communication;
  - c. Satellite phone or device; or
  - d. Some other effective means of electronic communication.

**Means of communication provided by the Human Ecology Department: Landline in room 314 (lunchroom). It is required that you always carry a cell phone when working alone.**

2. This communication system must include regular contact by the “employer” or designate at intervals appropriate to the nature of the hazards associated with the work you are doing:
  - a. When you are working alone you must be in contact with your supervisor or designate.
  - b. If your designated contact does not hear from you at the prescribed intervals they will take action by calling University Protective Services (UAPS) at 780-492-5050.
  - c. The supervisor or designate must be willing to participate and must know exactly what to do if you don’t check with them at the prescribed frequency, such as call UAPS or local police non-emergency numbers and request a wellness check.

**Staff/student name:** \_\_\_\_\_

**Contact Person (name and phone no.):** \_\_\_\_\_

**Contact Interval/procedure:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Not applicable** – staff/student will not be working after regular hours in the Human Ecology Building.

If there is a change to this, the staff/student will provide an updated working alone document to their supervisor.

Staff/student \_\_\_\_\_ Signature \_\_\_\_\_

Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Department Chair \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_