

## Working Alone

UNB Reference Number: 7839

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**INTENT:** To ensure procedures are developed, in so far as are reasonably practicable, to ensure the health and safety of employees and students who perform work alone in a potentially hazardous environment or with hazardous materials or equipment.

**SCOPE:** All faculty, staff and students who perform work on University premises. This policy does not apply to office environments or to employees or students in a non-employment situation.

**DEFINITION:** Working alone is defined as the performance of any work by an individual who is not directly supervised by another person, nor within audible or visual range of another individual.

### REGULATIONS:

1. The University department responsible shall develop and implement written procedures to ensure the health and safety of individuals required to work alone in hazardous environments or with hazardous materials or equipment. The department shall assess the requirement for emergency equipment, emergency aid and practical means of obtaining assistance based upon the nature and degree of exposure to the hazard.

2. Employees and students shall work only under conditions where the availability of emergency aid is compatible with the nature of the hazard and the degree of exposure to the hazard. Whenever doubt exists, the supervisor shall review the work assignment and define the emergency aid compatible with that work assignment.

3. Where a probability exists for exposure to a potentially hazardous material or piece of equipment, and individuals are required to work alone, or after regular working hours,

i) a second employee (provided the second employee is not required to be called in on overtime) or student shall be in the area to provide immediate aid or to summon additional emergency assistance; OR

ii) the Security office shall be notified prior to beginning any work involving hazards and again upon its completion; OR

iii) an alternate means of communication shall be provided (eg. as with use of portable radios in the Physical Plant and Security departments ).

(N.B. Occupational Health & Safety Regulations)

