

McMaster University Centre for Microbial Chemical Biology Synthesis Lab MDCL-2326		
WORKING ALONE POLICY		
CMCB2326wap.pdf	Revision No.: 3	Effective Date: July 15, 2015

For: Faculty, staff, students, and volunteers who work after hours in the Centre for Microbial Chemical Biology Synthesis Lab, MDCL rooms 2326 and 2327.

Emergency Contacts:

Flavia Alves	905-466-0327 or 905-681-9219
Tracey Campbell (Manager)	905-216-0131 or 289-776-5872
Fred Capretta	905-577-9102
Gerry Wright (Director)	519-614-1614

Expected hours during which staff may work alone:

Weekdays: 5:00 pm – 9:00 am
Weekends: All hours

Emergency assistance:

In the event of an emergency, assistance will be provided by calling extension 88.

Closest individuals:

Individuals working closest to the synthesis lab are located in the Brown/Wright labs, room 2312, and can be contacted by calling extensions 24115, 22458 or 22459.

Security of the area:

During the hours that individuals may work alone, the main lab doors are locked and are accessible only by swipe card by those previously authorized.

RISK ASSESSMENT:

The following table indicates the tasks, hazards and controls in place for tasks performed by the person working alone:

Task	Hazard	Controls	Worst Case Scenario
Handling organic solvents	Spill/inhalation	WHMIS training; wear gloves, lab coat, glasses, spill kit	Explosion or fire

Handling Acids or Bases	Spill/inhalation	WHMIS training, wear gloves, lab coat, glasses, spill kit	Severe acid/base burn
Handling organic reagents/chemicals	Spill/inhalation	WHMIS training, wear gloves, lab coat, glasses, spill kit	Severe chemical burn, poisoning
Use of hot plate or heating block	Burn, fire	WHMIS and fire safety training	Severe burn or fire
Use of rotary evaporator (vacuum)	Implosion of evacuated glass container	WHMIS training, rotary evaporator training	Cut injuries
Use of fume hoods	Exposure to chemicals or organic solvents	WHMIS training, fume hood training	Poisoning
Use of dry ice	Burn, inhalation	WHMIS training; wear gloves, lab coat, glasses	Dry ice burn
Use of robotic equipment	Impact or pinch	Training in the use of equipment; proper installation of guards	Impact or pinch injury
Use of equipment used in the purification of organic compounds	Fire, exposure to chemicals or organic solvents, spills	WHMIS training, proper training on equipment, spill kit	Fire, poisoning

Protocols in place at the workplace for working alone:

- 1) Identification badges must be worn at all times.
- 2) One telephone is available with phone numbers for security and emergency contacts.
- 3) Staff must advise a family member, friend, or co-worker that they are going to be working alone and check in with their contact every two hours. Workers are provided with a *Working Alone Designate Information Sheet* (appendix I) to provide their contact with all necessary information. Alternately, staff may notify security at extension 24281 when working alone.

Are there known current physical disabilities or medical conditions, which may affect the health and safety of an individual working alone (do not provide names)?

No

REQUIRED TRAINING AND EXPERIENCE

Training which must be in place and up-to-date for the individual to work alone:

- 1) WHMIS, EOHSS Fire Safety Training, Asbestos Awareness, Chemical Handling and Spills, Ergonomics, Slips trips and Falls
- 2) Review location of emergency equipment: eyewash station, safety shower, fire extinguisher, fire pull alarm, fire blanket, telephone, emergency evacuation route (appendix II)
- 3) Review of and access to the lab's safety manual and SOPs
- 4) Lab equipment site-specific training
- 5) Fume hood training

Facility users are not permitted to work alone in the laboratory after hours without having been certified by CMCB staff for:

- 1) Proper lab safety procedures
- 2) Knowledge of proper use of relevant equipment
- 3) ***Demonstrated competency in all laboratory techniques intended to perform after hours***

High risk tasks which may NOT be performed by individuals working alone:

Working with highly flammable and/or explosive chemicals

Issues which are still of concern to staff/supervisors: None

Appendix I: Working Alone Designate Information Sheet

The following information is to be left with individuals identified as designates (ie: person at home) for working alone procedures submitted to the Faculty of Health Sciences Safety Office under McMaster University policy RMM#304. It should be posted near a telephone.

McMaster University Campus (MDCL/IAHS)

905-525-9140 ext. 24281

This document must be completed by the individual working alone and reviewed with their designate. The designate must be aware of the information to be provided to Security Services if the individual working alone does not check in at the prescribed time.

Individual's name: _____	ID#: _____
Room number: _____ Type of work area: <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Clinic <input type="checkbox"/> Office <input type="checkbox"/> CAF <input type="checkbox"/> Other: _____	Phone extension: _____
Means of transportation to and from campus: _____ Make: _____ Model: _____ License Plate #: _____	
Any medical conditions to be aware of: _____	
Normal Frequency of check-in: _____ hrs	Length of time since last checked in: _____ hrs Details: _____ _____

Appendix II: Location of Emergency Devices and Emergency Evacuation Route

Emergency Devices

-  **Eyewash Station**
-  **Safety Shower**
-  **Fire Extinguisher**
-  **Fire Pull Alarm**
-  **Fire Blanket**
-  **Telephone**

Emergency Evacuation Route

- Primary Route** 
- Secondary Route** 

