

Checklist for Individuals Working Alone

EHS recommends always having a buddy or a knowledgeable person in close vicinity when working in an environment that has any potential risks or hazards. This checklist is provided as a tool for planning and developing safe operating procedures when individuals must work alone in laboratories, shops or other ASU locations, where hazardous materials or processes are in use or the overall working environment introduces other hazards.

Location:

Standard Operating Procedures

The supervisor shall provide an SOP that includes the following information:

Identity of the individual or

Yes	No	N/A
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Guidance

individuals.

List of the types of possible hazards, risks and potential injuries associated with the work and work locations, as well as the safety measures employed to reduce or eliminate the possible hazards, risks and potential injuries associated with the work and work locations.

> Established required communication systems and procedures used during working and after hours for monitoring individuals working alone.

Procedures developed to eliminate or minimize the identified risks associated with working alone.



Details of how emergency assistance will be obtained in the event of an injury or incident.

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Responsibility for reviewing, maintaining and updating the SOP. Hazard assessment for working alone, including substance, environmental, electrical, equipment etc. have been reviewed and competency has been demonstrated in identifying the associated hazards.



Employee Training

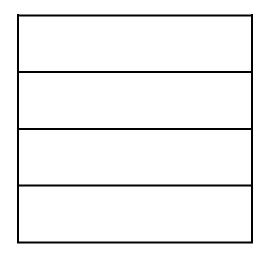
Yes	No	N/A	

All required training for the location and activity i.e. lab safety The SOP developed including specific hazards unique to working alone. Procedures to eliminate or minimize any identified risks Details of how emergency assistance will be obtained in case of injury or incident.

Each affected employee has been

trained on the following:

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Communication

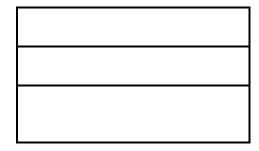
Yes No

Guidance Each supervisor of employees working alone should ensure communication plans are established:

Method used to report incidents

Use of a check in schedule.

Periodic check in on the individuals.



Plan



I have been instructed on the hazard assessment for working alone, including substance, environmental, electrical, equipment, etc.

I have reviewed the SOP and am instructed on the prevention of incidents and injuries while working alone, and competency has been demonstrated in identifying the associated hazards.

Signature (Student or Staff):	Date:	
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Signature ((Supervisor)	: Date:	
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