

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:

Yes	No	N/A	Guidance	Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identity of the individual or individuals.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Established required communication systems and procedures used during working and after hours for monitoring individuals working alone.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures developed to eliminate or minimize the identified risks associated with working alone.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details of how emergency assistance will be obtained in the event of an injury or incident.	

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.

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Employee Training

Yes No N/A

Guidance
Each affected employee has been trained on the following:

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.

Communication

Yes No

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

Plan

Method used to report incidents

Use of a check in schedule.

Periodic check in on the individuals.

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: _____

Signature (Supervisor): _____ Date: _____