



## **Preamble**

The nature of research is such that at times there will be the need for lab personnel (graduate students, lab technicians, lab assistants, postdoctoral fellows, research associates or principal investigators) to be on the premises alone (e.g., to follow up on experiments).

## **OR**

Some staff and students choose to work after regular hours. Buildings, in which our staff and students are accommodated, have been made secure in accordance with university standards, and most offices are equipped with readily available phones in case of emergency. Those individuals who choose to work after hours must comply with these working alone procedures.

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

## **Working Alone Procedures**

Your supervisor must provide an effective means of communication consisting of:

- a. Landline or cellular phone communication
  - b. Some other effective means of electronic communication (e.g. email)
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:
- Phone contact with your supervisor or co-worker:
- When you are working alone you must be in contact with your supervisor or designate.
  - If your designated contact does not hear from you at the prescribed intervals they will take action by calling University of Alberta Protective Services (UAPS) at 780-492-5050.
  - 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.

**All individuals who have the potential to work alone shall be made aware of this protocol. Supervisors of individual researchers laboratories and office groups must establish [specific guidelines](#) for working alone suitable for each unit.**