

**TITLE:       WORKERS WORKING ALONE**

**EFFECTIVE DATE:       October 15, 2004**  
**(replacing the policy dated December 1, 1997)**

**AUTHORITY:       Vice-President (Finance and Administration)**

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**Purpose**

The purpose of this policy is to provide a safe environment for any employee or student working alone in the University.

**Scope**

This policy and the procedures outlined herein apply to all employees, students, contractors and their employees working at The University of Winnipeg.

**Responsibility**

It is the responsibility of any individual working in a supervisory capacity at the University to be aware of the policy and procedures herein, and to ensure that these procedures are complied with. The Safety Officer is responsible for the communication, administration, and interpretation of this policy. The Safety Officer is responsible for maintaining and updating the procedures for this policy.

**Related Policies**

- §     Key Issue and Control Policy
- §     Access to University Buildings and Property

**POLICY**

**General Principles**

- §     It is the responsibility of the University, under Manitoba Regulation 105/88R of the Workplace Safety and Health Act, to ensure, as far as is reasonably practicable, the safety, health and welfare of any employee or student working alone in the University.

§ The University will take any reasonable steps to comply with this policy.

### **Personal Security**

§ Security staff shall patrol the University campus at periodic intervals. Their mandate is to protect life and property, with life protection being the first priority.

§ Any employee or student who is working alone or who intends to work alone in the University between midnight and 7:00 a.m. or on a weekend or holiday should notify the Security Office as to their work location and the approximate length of their stay. Security staff shall then check on that individual during their rounds of the campus.

§ If an employee is working alone during normal working hours and there is reasonable cause for concern, his/her department head shall ensure that periodic checks are made in that employee's work area.

### **Review**

This policy will be reviewed no less than once every five years.

## **PROCEDURES**

### **Office and Classroom access**

- § Doors shall be locked by authorized personnel when rooms are not in use.
- § The distribution of keys shall be controlled closely, with master keys having limited distribution. Authorized requisitions shall be required for all keys, and detailed distribution records shall be maintained (see also Key Issue and Control Policy).

### **Safe Laboratory Work**

- § Guidelines and procedures for safe laboratory practices, including a section on working alone, shall be given to all laboratory students by the appropriate lab instructor.
- § Emergency assistance procedures shall be carefully outlined and provided by the appropriate lab instructor to any individual involved in laboratory work.
- § All laboratory work for students at any level shall be restricted, as far as is reasonably practicable, to the hours of 7:00 a.m. to 10:00 p.m.
- § All student laboratory assignments shall be supervised by a faculty member unless the course work requires independent work, in which case individual arrangements shall be made between the faculty member and the student.

### **Communication**

- § Each department shall be responsible for distributing and enforcing safety guidelines and procedures which are specific to that department.