

Working Alone Policy

REASON FOR POLICY

This policy has been developed to minimize the risk of a serious injury while working alone with materials, equipment or in areas that could result in serious injury or an immediate life-threatening hazard.

APPLIES TO

This policy applies to students performing academic or research related work at Eastern Connecticut State University.

DEFINITIONS

Working Alone means an un-supervised individual working with an immediately hazardous material, equipment or in an area identified in the Hazardous Work Risk Assessment, HWRA, that, if safety procedures fail, could reasonably result in incapacitation and serious life threatening injury for which immediate first aide assistance is not available.

Immediately Hazardous Environment describes any material, activity or circumstance identified in the HWRA that could cause instantaneous incapacitation rendering an individual unable to seek assistance. Examples include but are not limited to: potential exposure to poisonous chemicals and gases; work with pyrophoric and explosive chemicals; work with pressurized chemical systems; entering confined spaces; work near high voltage equipment; work with power equipment that could pinch or grab body parts and/or clothing; etc.

Unit Lab Managers are Faculty or Department Heads who are;

- Responsible for assigning work to students that involve potential exposure to immediately hazardous activities identified in the HWRA,
- Monitors the welfare of an individual while that individual works in an immediately hazardous environment

Department of Environmental Health and Safety provides guidance to Unit Lab Managers regarding the proper classification of campus activities as Immediately Hazardous or not and provides safety information regarding proper procedures and personal protective equipment needed. This information is provided by the protocols identified in the HWRA.

POLICY STATEMENT

No student is permitted to Work Alone in an Immediately Hazardous Environment.

ENFORCEMENT

Violations of this policy may result in appropriate disciplinary measures in accordance with University Laws and Bylaws, General Rules of Conduct for All University Employees and applicable collective bargaining agreements.

RESPONSIBILITIES

Unit Lab Managers

- Must complete the HWRA prior to allowing a student to work alone
- Identify conditions that may place a student in an Immediately Hazardous Environment
- Must monitor the individual for the duration of the task if work activities involve potential exposure to an Immediately Hazardous Environment
- Train student on use of PPE
- Ensure proper personal protective equipment is utilized
- Properly train student in emergency procedures
- Ensure proper procedures are in place to protect individuals

Individuals are students directly responsible for adhering to all safety procedures, wearing appropriate personal protective equipment and to be current in training requirements. The Individual *shall not* Work Alone in an area that has been recognized as an Immediately Hazardous Environment.