



## Working Alone and After-Hours Policy

Office of Environmental Health & Safety

Dec 2018

## 1. Purpose

The working alone policy and procedures is intended to promote employee awareness and facilitate student and employee safety when they are working alone. Working alone, especially after-hours, can be unsafe and should be avoided whenever possible. When circumstances warrant working after-hours, procedures indicated in this policy must be adhered to. Thoroughly consider all hazards for working alone and/or after hours, and ensure adequate controls are in place.

## 2. Scope

This policy applies to all faculty, staff and students who work or perform research on Suffolk University premises: laboratories, studios and woodshop.

## 3. Policy

High School Students: Never permitted to work alone in a Suffolk University laboratory, studio or woodshop, even with non-hazardous materials. They must always have a Suffolk employee or student present. This person must have received all OEHS required safety training pertinent to the work that the supervised student(s) will be performing and must have reviewed the written SOP/safety protocol and understood the hazards and risks of the student's project.

Undergraduate Students: Never permitted to work alone with hazardous materials or equipment. During regular business hours, students are allowed to work after they have attended OEHS safety training and met all laboratory, studio or woodshop specific training as long as there is a faculty or staff with OEHS training in the room, adjacent room, building, or campus. This individual must know they are serving as a safety check and be accessible by phone. All afterhours work requires special permission and must be done in pairs or with a "buddy" who has met all requirements to be in that space, including attended all required safety training.

Faculty, Principal Investigators (PI) and Staff: Although not recommended, they are permitted to work alone after meeting all safety training requirements. The required training for employees working in laboratories will include general lab safety training by OEHS and all relevant specific training required by the department. All faculty, PIs and staff working alone after hours are required to contact SUPD at x8333 to check in and out.

## 4. Responsibilities

- 4.1. Department Chair: Approve all permission forms and keep a record on file.
- 4.2. Principal Investigator, Supervising Faculty, Staff: Conduct a hazard assessment and eliminate or control the hazards of working alone. Submit Risk Assessment Form to OEHS for review and approval. Provide employees, student researchers and/or work study with written protocols and SOPs. Ensure individuals who conduct work with hazardous materials and equipment, both alone or after hours, are adequately trained

and have the necessary protocols and permission forms on file. Review protocols annually or when new situations are introduced or changed. Submit a copy of Permission to Work After-Hours Form to SUPD and OEHS.

- 4.3. Laboratory, Studio and Woodshop Monitors and Work Study Students: Attend OEHS safety training, review and understand all SOPs and work protocols. Obtain PI, Supervisor and/or Department Chair approval before working alone or afterhours.
- 4.4. OEHS: To provide the necessary safety training and readily accessible documents required by, and in conjunction with, this policy. To provide safety guidance and consultation to faculty and staff who have to work alone after-hours due to the nature of their work.

## 5. Definitions

### 5.1. Working Hours:

The normal working hours for undergraduate and graduate students doing research or working on an independent study is as follows:

- Wood shop hours are 9AM to 8PM, Monday through Friday; excluding any weekday when the university is officially closed. Hours are subject to change and can include weekends from 12PM to 5PM.
- Studio hours are 8AM to 11:00PM, Monday through Friday; excluding any weekday when the university is officially closed.
- Laboratory hours are 9AM to 5PM, Monday through Friday; excluding any weekday when the university is officially closed.

***All Suffolk University buildings are open between 6AM and 11PM, Monday through Friday; excluding any weekday when the university is officially closed.***

### 5.2. After-Hours:

The after-hours time for undergraduate and graduate students doing research or working on an independent study is as follows:

- Wood Shop: no access outside of normal working hours
- Studio: no access outside of normal working hours
- Laboratory: 5PM to 11PM, Monday through Friday, weekends, and any weekday when the university is officially closed.

***No student work is permitted between 11:00PM and 6:00AM without special permission from OEHS and SUPD.*** Due to public safety concerns, SUPD does not allow students to work in any university building past 1:00AM. For access to any building during this time, a faculty/staff is required to fill out a Permission to Work After Building Is Closed Form

and submit to SUPD for approval at least 8 hours prior. SUPD will need to confirm before the student can be allowed access. It is not recommended for faculty/staff to work once the building is closed. If faculty/staff need to work during this time, they are required to contact SUPD at x8333 to check in and out.

- 5.3. Working Alone: A worker is considered as "working alone" if the individual is working by themselves such that assistance is not readily available should some injury, illness or emergency arise. *Alone is interpreted as being out of visual contact with another person for more than a few minutes.* It includes working in physical isolation (e.g. as the sole occupant of a laboratory or during a site sampling activity), where no other person is in the vicinity. It is possible for a worker to be working alone in the field if they are not within earshot, which is typically 50-100 meters depending on terrain. It can occur during normal working hours as well as in the evening or during weekends.
- 5.4. Laboratory Use: Laboratory refers to both teaching and research spaces for conducting laboratory procedures and use of equipment, including computers in laboratories. Laboratory spaces require special permission for students to work in outside of scheduled teaching time.
- 5.5. Studio Use: Studio refers to electronic, painting, sculpture and printmaking studio spaces. These studios are only available for use by undergraduate and graduate students currently enrolled in a related course or those doing research or work with a faculty member.
- 5.6. Woodshop Use: Woodshop power tools cannot be used without obtaining training from the Shop Manager or woodshop monitor. All trained individuals must demonstrate proficiency. The power tools may only be used with shop manager or monitor present.
- 5.7. Restricted Access Area: Refers to waste accumulation areas in Sawyer and Somerset buildings. Only individuals trained by OEHS can access these areas.
- 5.8. Sign In/ Sign Out: Faculty, staff and students must sign in before beginning any work in the laboratories after-hours by calling SUPD Dispatch Center 617-573- 8333. Individuals must also sign out when work is complete. This is the responsibility of the individual working after-hours to sign in/out with SUPD.
- 5.9. Buddy System: Students who are trained by a faculty member for at least one semester and have attended all training sessions required by their department and OEHS and demonstrated proficiency of protocols and laboratory safety can serve as a Buddy. Buddy System establishes regular, routine checks on undergraduate students working alone, such as every 15 – 30 minutes, to ensure no accidents have occurred. This could be accomplished by physically walking to the room where the worker is located. A system of visual checks ensures there are no problems and/or determines if help is needed. The buddy must be a member of the Suffolk University community who is familiar with emergency procedures, attended their department and OEHS training sessions, and aware they are serving in the "buddy" capacity.
- 5.10. Woodshop Monitor: Student employees who are trained by the Shop Manager to use

the shop tools. These students must have attended all their department and OEHS safety training sessions and are thoroughly familiar with the use and instruction manuals that accompany each piece of equipment in the woodshop. In addition, the monitor will have demonstrated proficiency with the shop equipment during training. Woodshop monitors provide technical assistance to students as to the operation and choice of machines.

- 5.11. Hazardous Materials and Equipment: Hazardous materials include, but is not limited to, chemicals that are pyrophoric, water reactive, potentially explosive, acutely toxic, peroxide forming, strong corrosives, strong oxidizing agents, strong reducing agents and regulated carcinogens; biological material that is listed as a “select agent”; and radiological material. Hazardous equipment includes, but is not limited to, equipment found in machine shops (lathes, drill presses) and high pressure/vacuum equipment.

## **6. Procedures for Undergraduate Students Working Alone During Business Hours**

- 6.1. It is generally not recommended for undergraduate students to work alone. Exceptions may be made for low-risk work, if the PI, faculty, monitor or staff verifies that the student fully understands normal and emergency procedures, uses all required equipment and that required equipment is available and operating properly. Low-risk work is defined as work of an administrative, professional or clerical nature that does not require substantial exertion or exposure to work processes, substances or other conditions that are potentially hazardous. These tasks typically involve low risk activities with low incidence of injury that requires only minor (or no) first aid.
- 6.2. The PI or staff must determine whether the work requires special safety precautions, such as having two persons in the same room during a particular operation. After conducting a review of the specific hazards, if any, the PI or staff must provide written protocol to the student and be accessible by phone, and on campus.
- 6.3. If the PI or staff is not on campus or needs to leave campus during regular business hours, they must ask another faculty or staff, with knowledge of the scope of work, to serve as a contact person.

## **7. Procedures for Obtaining After-Hours Permission for Undergraduate Students**

### **7.1. Working Alone in a Research Laboratory**

1. Working alone after-hours is prohibited without special permission.
2. The PI should conduct a Hazard Assessment of the work being performed and the risks and emergency requirements for working alone or after hours.
3. Take corrective actions or measures to prevent or minimize hazards or incidents from occurring.
4. Prepare a written safety protocol identifying the hazards, risks and the methods for controlling the risks.
5. Post this Laboratory Emergency Plan near the lab phone.
6. Have the student attend all safety trainings provided by OEHS and the

department.

7. Prepare a written protocol of task or experiment to be done by the student.
8. Demonstrate that the student is proficient in the task and aware of any associated hazards.
9. Identify another undergraduate student to serve as a Buddy.
10. Fill out a Risk Assessment Form and submit it to OEHS for approval.
11. Fill out the Permission to Work After-Hours in a Research Laboratory Form. Go over the form and all related SOPs with student. Submit the signed form to department chair for approval. Once approved, a copy should be kept in the lab where the student is working. Copies should also be sent to OEHS and SUPD.
12. Make sure the student has a cell phone with SUPD phone number programmed in (617-573-8111). If no cell phone is available or there is no cell service, know where the campus phone is located and have the emergency number posted nearby or dial 8111.

## 7.2. Working Alone in a Teaching Laboratory

1. Working alone after-hours is prohibited without special permission. Only low-risk work that pertains to successful completion of the course and/or studying for laboratory practical is allowed after-hours. The student must be registered in a laboratory course at the time of approval.
2. The course instructor should conduct a Hazard Assessment of the work being performed and the risks and emergency requirements for working alone or after hours.
3. Take corrective actions or measures to prevent or minimize hazards or incidents from occurring.
4. Prepare a written safety protocol identifying the hazards, risks and the methods for controlling the risks.
5. Identify a Teaching Assistant (TA) who has taken the course and is familiar with the coursework for the class.
6. Have the TA attend all safety trainings provided by OEHS and the department.
7. Prepare a written protocol of task or experiment to be done by the student.
8. Demonstrate that the students are proficient in the task and aware of any associated hazards.
9. Ensure the TA is available on day and time students will be using the teaching laboratories. Students are *not allowed* to use the teaching laboratory after-hours without a TA present.
10. Fill out a Risk Assessment Form and submit it to OEHS for approval.
11. Fill out the Permission to Work After-Hours in a Teaching Laboratory Form. Go over the form and all related SOPs with the TA. Submit the signed form to department chair for approval. Once approved, a copy should be kept in the lab where the students will be working. Copies should also be sent to OEHS and SUPD.
12. Make sure the TA has a cell phone with SUPD phone number programmed in (617-573-8111). If no cell phone is available or there is no cell service, know

where the campus phone is located and have the emergency number posted nearby or dial 8111.

### **7.3. Working Alone in a Studio**

1. Working alone after-hours is prohibited.
2. Students are not allowed to work in the studio after 11PM when the building closes.
3. Permission could be granted during finals week to extend the studio hours to 1AM. In order to get extended hours, SUPD needs to be notified at least 2 weeks prior with dates and expected number of students. A student monitor or staff needs to be present. No student work is allowed past 1AM.

### **7.4. Working Alone in a Woodshop**

1. Working alone after-hours is prohibited.
2. If extended hours are needed, students/faculty will need to approach the shop manager at least 24 hours in advance to allow them to coordinate coverage. The shop manager or monitor are still required to be present for students/faculty to use the space.
3. Permission could be granted during finals week to extend woodshop hours to 1AM. In order to get extended hours, SUPD needs to be notified at least 2 weeks prior with dates and expected number of students. The woodshop manager or monitor need to be present. No student work is allowed past 1AM.

## **8. Safety Procedures**

Guidelines and safety procedures in specific areas, as well as plans for working with specific hazardous materials, must be followed and are available from OEHS. Some of these policies include the Chemical Hygiene Plan, Biosafety Manual, and Art and Design Student Guide to Safety Manual. Faculty and staff are responsible for keeping informed about the policies, practices, programs and requirements developed by OEHS.

## **9. Additional Information**

Failure to abide by this policy, or any of the safety procedures and work rules applicable to a particular area, may result in disciplinary actions, up to and including termination of employment for faculty and staff, or separation for students.

## **10. Related attachments, forms or documents**

*Risk Assessment Form*

*Permission to Work After-Hours in a Research Laboratory Form*

*Permission to Work After-Hours in a Teaching Laboratory Form*

*Permission to Work After Building is Closed Form*

*Potentially Hazardous Campus Activities*

# Risk Assessment Form

Student Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Lab or Room Location: \_\_\_\_\_ Date (s): \_\_\_\_\_

PI/Supervisor/Instructor: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

After hours: NO \_\_\_\_\_ Yes \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

- This procedure *does not* involve any highly hazardous materials or processes.
- This procedure involves work with highly hazardous materials or processes. Check appropriate category:

**Chemical Hazards:** Working with any materials in these hazard classes requires a "buddy" to be present at all times, regardless of time of day.

<input type="radio"/> Pyrophoric Chemicals
<input type="radio"/> Water Reactive Chemicals
<input type="radio"/> Potentially Explosive Chemicals or Self reactive
<input type="radio"/> Explosive Salts
<input type="radio"/> Acutely Toxic Chemicals
<input type="radio"/> Peroxide Forming Chemicals
<input type="radio"/> Strong Corrosives
<input type="radio"/> Strong Oxidizing Agent
<input type="radio"/> Strong Reducing Agents
<input type="radio"/> Regulated Carcinogens
<input type="radio"/> Other:

**Biological Hazards:** Working with any materials in this hazard class requires a "buddy" present at all times, regardless of time of day.

<input type="radio"/> Infectious materials
<input type="radio"/> Other

**Process Hazards:** Specify source

<input type="radio"/> High voltage, high current
<input type="radio"/> Procedures involving high-pressure equipment [identify specific equipment]
<input type="radio"/> Transferring large quantities of hazardous materials]
<input type="radio"/> Other:

**Health and Safety Requirements:**

Can the person rescue themselves in case of an emergency? Yes <input type="checkbox"/> No <input type="checkbox"/>
Identify the "Buddy" and confirm they are available before beginning work:
The Laboratory Emergency Plan is posted near the lab phone. <input type="checkbox"/> The names and phone numbers for the lab and building contacts are up to date. <input type="checkbox"/>

**Principal Investigator or Faculty Approval:**

<p>I have reviewed the Hazard Assessment for this procedure, the tasks and hazards involved in the work, the consequences resulting from a worse - case scenario, the possibility of an accident or incident that would prevent the laboratory personnel from calling for help, the laboratory personnel's training and experience and the time the work is to be conducted (during normal business hours versus at night or on weekends/holidays). This lab worker has permission to work alone on this procedure.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">PI/Faculty Name:</td> <td style="width: 33%; border: none;">PI/ Faculty Signature:</td> <td style="width: 33%; border: none;">Date:</td> </tr> </table>	PI/Faculty Name:	PI/ Faculty Signature:	Date:
PI/Faculty Name:	PI/ Faculty Signature:	Date:	

# Permission to Work After-Hours in a Research Laboratory Form

## SECTION 1: This section must be completed by Student

Student Name: \_\_\_\_\_ SUID: \_\_\_\_\_

Building and Room Number: \_\_\_\_\_

Supervising Faculty Member: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

"Buddy" Name: \_\_\_\_\_ Emergency Contact: \_\_\_\_\_

Short Description of Work (attach materials if necessary):

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

After hour work days (circle one or more days): Mon Tues Wed Thurs Fri Sat Sun

Mobile Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Training Information:

General Laboratory Training Date: \_\_\_\_\_ Laboratory Specific Training date \_\_\_\_\_

Additional training, if any: \_\_\_\_\_ Date Completed: \_\_\_\_\_

I have read the Work Alone and After-Hours Policy and agree to abide by their restrictions. **Under no conditions will I work alone after-hours in the laboratory or after the building closes.** I have received training in the proper experimental and emergency procedures, and understand those procedures for the work I am authorized to do after-hours. In the event that I am not working on those specified hours or specified day, I will inform my supervising faculty of this change ahead of time.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student buddy Name: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: Faculty Permission

The student has attested above that they understand the requirement of the Work Alone and After-Hours Policy and additional limitations on work that can be performed after-hours with a co-worker, but without my direct in-person supervision. I have provided the student with my contact information in case of emergency.

I have provided the student with written protocols and SOPs. *(Please attach all protocols and SOPs to this form)*

I approve the request for permission to work after-hours.

I have read the Work Alone and After-Hours Policy and agree to abide by their restrictions. **Under no circumstances will I have a student work with no written instructions.** I have conducted a risk assessment and ensured the student has adequate training in the proper experimental and emergency procedures, and understands those procedures for the work I have authorized them to do after-hours.

Faculty Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lab or Office Number: \_\_\_\_\_

## SECTION 3: Department Chair Approval

I have reviewed all the necessary documents, including protocols and SOPs for this student to work after-hours.

Department Chair Name and Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Permission to Work After Building Closes Form

## SECTION 1: This section must be completed by Faculty/Staff

Building requiring access:

Room Number(s):

Start date:

End date:

After hour work days (circle one or more days): Mon Tues Wed Thurs Fri Sat Sun

Student(s) requiring access:

Student Name: \_\_\_\_\_ Suffolk University ID Number: \_\_\_\_\_

Buddy Name: \_\_\_\_\_ Suffolk University ID Number: \_\_\_\_\_

Mobile Phone Number:

Email Address:

Short Description of Work (attach additional documents if necessary):

## SECTION 2: Faculty Permission

The student has attested above that they understand the requirement of the Work Alone and After-Hours Policy and additional limitations on work that can be performed after-hours with a co-worker, but without my direct in-person supervision. I have provided the student with my contact information in case of emergency.

I have provided the student with written protocols and SOPs. *(Please attach all protocols and SOPs to this form)*

I approve the request for permission to work after the building closes.

I have read the Work Alone and After-Hours Policy and agree to abide by their restrictions. **Under no circumstances will I have a student work with no written instructions.** I have conducted a risk assessment and ensured the student has adequate training in the proper experimental and emergency procedures and understands those procedures for the work I have authorized them to do after the building closes.

Faculty Name and Signature:

Date:

## SECTION 3: Suffolk University Police Department Approval

I have reviewed all the necessary documents and approve the student to work after the building closes.

Additional Comments:

SUPD Name and Signature:

Date:

# Potentially Hazardous Campus Activities

The following are examples of hazardous activities/operations/ conditions on campus where working alone may present a risk of injury. Based on specific hazard assessments, OEHS may determine that such activities should be closely monitored, restricted or outright disallowed.

## Science Laboratories:

- Working involving flammable and combustibles
- Work with equipment under high pressure
- Work with cryogenics or infectious agents
- Work with hazardous or toxic chemicals
- Work with lasers and certain radioactive materials
- Work with infectious sharps or moving blades
- Work with high temperature equipment
- Work with Bunsen burners and open flames
- Welding, hot work and similar operations

## Studios:

- Working at heights
- Work with heavy metals
- Work with solvents and/or solvent mixtures- flammables, carcinogenic materials, etc.
- Work with blades and other sharp tools
- Working with plaster

## Woodshop:

- Electric work
- Work with portable and stationary power tools
- Work with heavy machinery or equipment
- Work with Saw Stop table saw
- Work with aerosol sprays
- Work with spray adhesives
- Work with hazardous or toxic chemicals
- Work involving flammable or combustible materials
- Work with moving blades
- Work with lasers