

# 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 Southern Connecticut State University.

## DEFINITIONS

Working Alone means an un-supervised individual working with immediately hazardous material, equipment or in an area identified as hazardous that, if safety procedures fail, could reasonably result in incapacitation and serious life threatening injury for which immediate first aid assistance is not available. Faculty member or designated qualified employee must be on SCSU campus while the student(s) is/are working in the lab/studio.

Immediately Hazardous Environment describes any material, activity or circumstance **identified in the SCSU 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.

Faculty or Department Chairpersons are

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

Department of Environmental Health and Safety provides guidance to Faculty 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 SCSU CHP.

## **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**

### Faculty

- Must complete the Hazardous Work Assessment Form 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
- Remain on SCSU or have designated qualified employee on campus while student is working in the lab

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