

Guidelines for Working Alone in a Laboratory

Complete and place this form in the lab or studio safety notebook.

Supervisors are responsible for making sure all faculty, staff and students working in their area(s) have the proper safety training to help minimize injury, loss of research materials and/or property damage. Supervisors are responsible for clearly describing and documenting what materials or activities are restricted when working alone. *Examples of this may include working with a high hazard or reactive chemical, using power tools or running a laser.*

This document should be used as a training tool. Keep it in the laboratory safety notebook so students and staff can reference these guidelines as they plan their work schedules. The information below applies to the following:

Supervisor Name: _____ Date: _____
Building: _____ Room #: _____

The following chemicals /biologicals will not be used while working alone.
Use additional sheets, if necessary.

_____, _____, _____.

The following procedures will NOT be conducted when working alone:

The following equipment will NOT be used in the lab when working alone:

Check this box only if NO activities are restricted in the lab while working alone.
Additional safety criteria for working alone in this lab are as follows:

I confirm that these are the guidelines for my lab/studio.

Supervisor Signature: _____

Emergency contact numbers

Emergencies: Dial 911

Non-critical service or building emergency: Call SOS @ 656-2560, press 1

Lab/Studio Supervisor: _____

Laboratory Safety Officer: _____

Other: _____

"..it is prudent to avoid working alone at the bench in a laboratory building. Individuals working in separate laboratories outside of working hours should make arrangement to check on each other periodically...Experiments known to be hazardous should not be undertaken by a worker who is alone in a laboratory. Under unusually hazardous conditions, special rules may be necessary. Information should be posted indicating how to contact the responsible individual in the event of an emergency"*

**Practices in the Laboratories" written by the National Research Council*