# BI Working Alone Policy – After Hours

1. Working alone “after hours” is accessing the BI weekdays 7:00-8:30 am and 4:30-11:00 pm, and weekends (7:00 am to 11:00 pm), excluding holidays. Refer to the BI Access Policy.
2. Working alone after-hours may be granted to BI users with complete training (refer to BI Training Policy) and following the completion of a BI Working Alone After-Hours Form by the user and supervisor.
3. The BI Working Alone After Hours Form: will comply with the McMaster University RMM #304 “Working Alone” Policy, to include:
   1. suggested protocols for working alone in BI laboratories, including keeping doors closed and locked, carrying a cell phone and using the Buddy System (the user can be seen or heard by another worker located in close proximity to the user’s workstation)
   2. risk assessment(s) to evaluate and minimize the hazards associated with tasks performed while to working alone
   3. emergency assistance and procedural information, such as the location of panic buttons, and emergency contact numbers.
4. Users are encouraged to enter McMaster Security contact numbers into cell phones (905-525-9140 x24281; 905-522-4135).
5. Working Alone documentation is evaluated and approved on a case-by-case basis by BI staff. Approval is at the discretion of BI staff.
6. After-hours access may be denied or revoked should the health and safety of the person working alone, or others, be at risk.
7. Typically undergraduate students are not permitted to work alone after hours.
8. Individuals wishing to access BI laboratories after-hours, without Working Alone permissions, may access the facility only if escorted, at all times, by an individual who is authorized for BI after-hours access and who is familiar with associated hazards.
9. Working alone documentation for each user is stored in the BI office area. Refer to the BI Documentation Policy.
10. Working during Extended Hours or over Holidays is NOT permitted on a regular basis. It requires special permission from the supervisor, BI and security services, and is evaluated on a case-by-case basis. Refer to BI Access Policy.
11. Working after-hours without prior approval from BI staff will result in suspension of all BI access and privileges, and infraction notifications. Refer to the BI Infraction Policy.

## BI Working Alone – After Hours Form

1. BI Working Alone – After Hours Form.