# BI Working Alone Policy – Extended Hours

1. Working alone during “extended hours” is accessing the BI weekdays and weekends from 11:00 pm to 7:00 am, including holidays. Refer to the BI Access Policy.
2. Working during extended hours or over Holidays is NOT permitted on a regular basis. Extended hours access may only be approved for specific dates and times.
3. Working alone during extended hours is discouraged, but may be granted to BI users with complete training (refer to the BI Training Policy) and following the completion of a BI Working Alone – Extended Hours Form by the user. This form must be approved by the user’s supervisor.
4. The BI Working Alone – Extended Hours Form will comply with the McMaster University RMM #304 “Working Alone” Policy, to include:
	1. mandatory 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.
5. Users are encouraged to enter McMaster Security contact numbers into cell phones (905-525-9140 x24281; 905-522-4135).
6. Working Alone documentation is evaluated and approved on a case-by-case basis by BI staff. Approval is at the discretion of BI staff.
7. McMaster security **MUST** be informed in advance of the location, date and time and duration of working alone during extended hours.
8. Working alone during extended hours may be unapproved or revoked should the health and safety of the person working alone, or others, be at risk.
9. Undergraduate students are not permitted to work alone during extended hours.
10. Working alone documentation for each user is stored in the BI office area. Refer to the BI Documentation Policy.
11. Working during extended 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 – Extended Hours Form

1. BI Working Alone – Extended Hours Form.