

Work situations where a Carleton employee or student is not directly supervised and immediate assistance is not readily available in the event of an injury, illness or emergency, must be assessed for potential hazard. In addition, procedures must be developed to eliminate or minimize the risk to the persons working alone.

Please refer to the [Working Alone Guidelines](#) to confirm all activities where a Working Alone Safety Plan is required.

1. Supervisor/Principal Investigator Contact Information

Name	
Department	
Work Phone	
Home Phone	
Cell Phone	
Email	

2. Activity Description/Overview

Activity Term	
Location	
Activity/Project Description	

3. Activity Participants

Name	Position

4. Carleton University Contacts

Number	Contact	Situation
4444 (24hrs)	Department of University Safety (24 hr)	Fire/Life Emergency
	Senior Lab Technician and/or Supervisor of worker	
	Other University contact(s) as appropriate	
3612	Department of University Safety	Non-emergency situations, escorts, general inquiries
4066	Carleton Foot Patrol* http://cusaonline.com/footpatrol/	Coed escorts on and off campus
3668 (24 hrs)	Facilities Management and Planning Service Centre* http://carleton.ca/fmp/our-services/administrative-services/mcc/	Maintenance requests
3000	Office of Environmental Health and Safety* http://carleton.ca/ehs/	Information/assistance/advice

1473	Manager, Risk and Insurance*	Property damage
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* Hours of operation will vary. Please consult their website for additional information.

5. Hazard Assessment and Control

Hazard	Risk	Mitigation or Controls
<i>e.g. Flammable chemical</i>	<i>e.g. Injury, Fire</i>	<i>e.g. Training in proper handling and storage, review the Material Safety Data Sheet, Fire extinguisher available</i>

6. Equipment

Type	Personal Protective Equipment	Written Procedure
<i>e.g. Saw, Fumehood</i>	<i>e.g. Ear protection, Gloves, Labcoat</i>	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

7. Emergency Response Plan (ERP):

The Response Plan must include emergency contact information, response procedures and emergency equipment.

Emergency	Procedures
Medical	
Fire	
Chemical Spill	
Biohazard Spill	
Radioactive Spill	
Other	

8. Location of Resources

Resource	Location
Fire alarm pull station	
Fire extinguisher	

Safe Destination Site	
Eye wash station	
Emergency shower	
MSDS sheets	
First aid kit	
Spill kit	
Means of Communication	
Telephone back up (Emergency button for University Safety)	

9. Training

Participant	Training Required	Training Completed
<i>e.g. Name</i>	<i>e.g. Emergency First Aid and CPR, Labsafety, Fall protection</i>	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

10. Hazard Classification

Low Risk

Medium Risk

High Risk

11. Declarations

The following participants have reviewed the Working Alone Safety Plan and any additional procedures/protocols.

Name	Signature	Date

I acknowledge that this safety plan has been prepared in keeping with the requirements of the Carleton University Working Alone Guidelines.

The plan also accurately describes the scope of the Working Alone activity, identifies the foreseeable hazards, and documents the control measure to manage the associated risks.

I affirm that the participants will be appropriately briefed and will receive appropriate training prior to participating in the activity.

I confirm that should any negative outcomes (accident, incident or near miss event) occur during this activity that they will be reported to EHS and that a review of the Safety Plan will be completed before the activity can reoccur.

Name & Title [Supervisor/Principal Investigator]

Signature

Date

Approvals:

This safety plan has been reviewed is considered to have reasonably described the scope of the Working Alone activity, identified the foreseeable hazards, and documents the control measures to manage the associated risks.

The emergency response plan provides suitable emergency procedures such that in the event of an emergency, the participants will be sufficiently well informed to reduce risk of injury.

Approval is provided for the above described Working Alone Activity.

The EHS Office may provide the approved Working Alone Safety Plan to the Department of University Safety to provide an additional element in the Emergency Response Plan

Name & Title [Environmental Health and Safety]

Signature

Date