**WORK ALONE POLICY**

The Department of Neuroscience is committed to supporting Carleton University in its efforts to keep all staff, faculty, students and volunteers safe from injury or harm. The University has recently introduced a new policy regarding working alone. This policy applies to all members of the Department: staff, faculty, students and volunteers.

**DEFINITIONS**

**Business Hours** – Between 8:30 a.m. and 4:30 p.m., Monday through Friday, excluding any weekday when the university is officially closed.

**After Hours** – Between 4:30 p.m. and 8:30 a.m. weekdays, Saturday, Sunday, university holidays and any other day the university is officially closed.

**Working Alone** – Those work situations where an individual does not have access to assistance in the event of injury or harm.

**Buddy System** – A system of organizing work with another individual to ensure workers can be seen or heard by a co-worker and can ensure regular checking of one another’s safety.

**POLICY**

1. No undergraduate student may work alone in the lab at any time.
2. Nobody may work alone after hours or on weekends or any weekday when the university is officially closed. Someone must be with you in the lab at all times.

If you are required to be in a lab after hours, someone must be in the same room as you at all times. Practically, given the design of our space, this may not always be possible. Therefore, it is important that you organize your work with a buddy. The buddy system is a simple way to adhere to this policy and keep you safe. Preferably, your buddy should be within hearing range. If this is not possible, your buddy should be in the building at the same time as you, know where you are at all times, and check in on you regularly. If you must work after hours, please make the effort now to find someone else who will also be working after hours to ensure no one is working alone.

While this may seem an onerous task, this policy was written to protect your individual safety and it is therefore very important that everyone takes this policy seriously.

Kim Hellemans

Chair, Department of Neuroscience