

WORKING ALONE PROCEDURE  
for  
MEAT SAFETY AND PROCESSING RESEARCH UNIT ‘Meat Wing’ of  
AGRI-FOOD DISCOVERY PLACE (AFDP)

Department/Faculty	Room and Building Location	Supervisor (Principle Investigator) / Meat Wing Manager	Phone #
Agricultural, Food and Nutritional Science (AFNS), in the Faculty of Agriculture, Forestry and Home Economics	Meat Wing microbiology laboratory (1-113) and AFDP offices	Dr. Lynn McMullen – Principal Investigator Ken Fahner, Meat Wing Manager	780 492 6015 780 492 3104 780 690 2713 (cel)

As per the Occupational Health and Safety Code, this working alone procedure must be followed if:

- (1) you are working along in the Meat Wing/AFDP, and
- (2) assistance is not readily available if there is an emergency or you are injured or ill.

***In other words, if you cannot be seen or heard by someone capable of offering assistance you are ‘working alone’ and this procedure must be followed.***

*NOTE: Reading, understanding, signing-off on, and following this procedure only allows you to work in some areas of the Meat Wing/AFDP. This consists of the Microbiology Lab (Room 1-113) and office areas of AFDP. Before you work alone in any other area of the Meat Wing/AFDP a documented hazard assessment must be completed and you must receive permission from your supervisor/manager and the Meat Wing manager.*

The nature of the research activities taking place within the Meat Wing are such that, at times, users (graduate students, lab technicians, industry clients, research associates, and principal investigators) will need to be on the premises outside of regular working hours. The following precautions must be taken if you choose to work outside of normal hours (8:00 a.m. – 4:30 p.m.) in the Meat Wing/AFDP.

**WORKING ALONE PRECAUTIONS:**

1. Your supervisor must provide an effective communication system consisting of
  - a. radio communication,
  - b. landline or cellular telephone communication, or
  - c. some other effective means of electronic communication.
2. This communication system must include regular contact by the ‘employer’ or designate at intervals appropriate to the nature of the hazards associated with the work you are doing alone.
  - a. ‘Regular Contact by the employer or designate’ can be achieved by:
    - i. ***Using the Campus Security Lone Worker Service:***
      1. Contact Campus Security at 780 492 5050 (note that a separate registration is required each time you work alone).

2. Provide your name, exact location and telephone number you can be reached at.
3. Tell Campus Security how frequently they should contact you and your estimated time of departure (be sure to contact campus security if there are any changes or if you would like to cancel your booking (e.g., if you decide to leave early or leave to work in a different area or building).
4. Campus Security will visit or telephone you during the period and at the frequency you request.
5. If Campus Security is not able to contact you at the designated times, follow up procedures will be initiated, including immediate investigation of your worksite.

*ii. Phone contact with your supervisor or a Meat Wing coworker:*

1. When you are working alone you can be in contact with your supervisor or a Meat Wing coworker.
2. If contact with your supervisor or a Meat Wing coworker is used as the working alone precaution you must contact them at the start of your working alone session, at an agreed upon frequency during your work alone session, and when you depart your working alone session.
3. If the supervisor or Meat Wing coworker does not hear from you at the prescribed intervals they will take action by calling campus security at 780 492 5050.
4. If this option is used as the working alone precaution the supervisor or Meat Wing coworker must be willing to participate and must know exactly what to do if you don't check in with them at the prescribed frequency.

**In a FIRE/LIFE EMERGENCY situation,**

**Call *911* from one of the three phones in the Meat Wing or from your cellular phone.**

**Identify yourself, what the emergency is, and the location (Agri-Food Discover Place, Building F-83, 6020 – 118 Street).**

## ***EMERGENCY PROCEDURES***

### **Medical**

- If a medical/life emergency, dial 911 (the operator will arrange for appropriate personnel to respond).
- Your Supervisor must be informed of any serious injury (a report will have to be filled out by you and your supervisor).
- Within the Meat Wing, a first aid kit is located in the Meat Wing hallway as well as in the first aid room in the administration area of AFDP.
- A list of first aiders is posted in the Meat Wing change room washrooms and at the first aid kits mentioned above.

### **Fire**

- If there is a fire emergency exit the area closing the door, and pull a fire alarm, then dial 911, giving details.
- Only attempt to put out a fire with a fire extinguisher if it is safe to do so (e.g. a small fire in a waste basket) and you have been trained.

### **Chemical Spill**

- Only attempt to clean up the spill if it is safe to do so.
- If an emergency situation, warn others, evacuate the area, and phone 911 and give details.
- When cleaning up a chemical spill use the chemical spill kit located on the shelf in the Meat Wing hall way.

### **Biohazard Spill**

- Only attempt to clean up the spill if it is safe to do so.
- If an emergency situation, warn others, evacuate the area, and phone 911 and give details.
- When cleaning up a biohazard spill you must follow the “Biological Spill Remediation Protocol” that is laminated and contained in both of the Meat Wing Biological Spill Kits. There is one kit in the blue plastic container in the Microbiology Lab (Room 1-113) and in the Meat Wing hallway near the entrance to the Cold Processing Room (Room 1-110).

***EMERGENCY AND OTHER PHONE NUMBERS***

<b>DIRECT DIAL Numbers</b>	<b>Contact</b>	<b>For</b>
911	Fire / Police/ Ambulance	<b>Any emergency: medical, fire, hazardous spill.</b>
(780) 492-5050	Campus Security (24 hours)	Suspicious persons, non-emergency situations
(780) 492-4833	Facilities Management Maintenance (24 hours)	Maintenance Emergencies
(780) 492 3104	Ken Fahner – MSPRU Manager (Room 1-028 in AFDP)	Spill of biohazard and general safety matters.
(780) 492-1810	Office of Environmental Health and Safety (7:30 A.M. to 4:00 p.m.)	Information/assistance/advice

***LOCATION OF EMERGENCY RESOURCES IN THE MEAT WING***

***Please ensure that you know where these resources are located before beginning your work activities.***

Fire Alarm Pull Stations: In the Meat Wing hallway just beside the change room (room 1-007) door, in the vestibule at the end of the Meat Wing hallway through the emergency exit door, and in Thermal Processing Room (room 1-112).

Fire Extinguishers: In the Meat Wing hallway just beside the change room (room 1-007) door, the far end of the Meat Wing hallway just beside the emergency exit door, and inside the room by the door in each of the following rooms - the Cold Processing Laboratory (room 1-110), Cold Storage Laboratory (room 1-1-103), Thermal Processing Laboratory (room 1-112), Equipment Storage (room 1-116), Fermentation Processing (room 1-117), and the Microbiology Lab (room 1-113)

Eyewash Stations: Cold Processing Laboratory (room 1-110) and Microbiology Lab (room 1-113).

Emergency Showers: Cold Processing Laboratory (room 1-110) and Microbiology Lab (room 1-113).

Material Safety Data Sheets (MSDSs): MSDS sheets in the Meat Wing are located on the media room (1-113B) storage shelf in the Microbiology Laboratory (Room 1-113). MSDS sheets for the Meat Wing are also located on the wall in the Shipping/Receiving (Room 1-100) area just outside and to the right of the double doors leaving the Meat Wing to the shipping/receiving area.

First Aid Kits and Lists of First Aiders: In the Meat Wing hallway just outside the Cold Processing Laboratory adjacent to the ice machine.

Telephones: One phone on the wall at each end of the Meat Wing hallway and one phone in the Microbiology Lab (room 1-113). NOTE: For an emergency dial 911. For other non-university calls dial 9 (area code) and then the number.

**HAZARD ASSESSMENT**

HAZARDS	ACTIONS TO MINIMIZE
<p><b>Microbiology Laboratory (Room 1-113)</b>            Hazardous chemicals, biohazardous materials, flammable and combustible materials, preparation of reagents and mixtures, sharps, Bunsen burners, compressed gases, electrical equipment, pressurized equipment, computers and computerized instruments, hot plates, glassware, liquid nitrogen, dry ice, vacuum systems and chambers, UV lamps, noxious odours, animal waste (e.g. fecal samples), blending equipment, ovens, muffle furnaces, hot materials, cryogenic materials, water, steam and chilled baths, stirrers and rotators, etc.</p>	<ul style="list-style-type: none"> <li>• All lab workers must be trained in site-and task-specific standard and safe laboratory operating procedures and protocols to ensure that they are capable of properly handling the various hazards and equipment within the lab. Only persons so trained are permitted to work in the lab.</li> <li>• Proper personal protective equipment (e.g. protective eye glasses, face shields, lab coat, gloves, masks, ear protection) is available and must be used by users wherever dictated by Meat Wing SOPs, policy or project specific hazard assessments.</li> <li>• All users must know the location of the first aid kits, spill kits, fire alarms, fire extinguishers, emergency showers/eye wash stations, and telephones.</li> </ul>
<p><b>Use of ladders, electrical equipment/power tools</b></p>	<ul style="list-style-type: none"> <li>• In general such activities should not be carried out alone. In any case, users must exercise due caution and must be properly trained on the equipment used.</li> </ul>
<p><b>Security of the Meat Wing Microbiology Laboratory, Meat Wing Meat Processing Rooms and Office Areas in AFDP</b></p>	<ul style="list-style-type: none"> <li>• The Meat Wing is a restricted access area only accessible by individuals on the authorized persons list with electronic access cards.</li> <li>• If a person is acting suspiciously, Campus Security should be called at 49 2-5050.</li> <li>• Anyone attempting to access the Meat Wing work areas without prior approval from the Meat Wing Manager should not be allowed entry (however, do not risk a physical confrontation).</li> </ul>
<p><b>Accessing transportation home after dark or outside regular hours</b></p>	<ul style="list-style-type: none"> <li>• Campus Security officer escort (49 2-5050). NOTE: this service only extends to the south campus LRT station and not beyond (i.e., not to AFDP)</li> </ul>
<p><b>Use of vehicles</b></p>	<ul style="list-style-type: none"> <li>• Occasionally vehicles will be operated alone (e.g. picking up supplies). Drivers should proceed with due care and attention at all times and hazardous goods must only be transported in accordance with TDG regulations.</li> </ul>

**I have received and understand the training on this SOP/Policy. If I have not understood the training I have asked the trainer to retrain me to ensure that I completely understand all the requirements.**

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Print Trainee/Client Name

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Trainee/Client Signature

Date

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Print Trainer Name

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Trainer Signature

Date