

Agri-Food Discovery Place		
SOP NO.: SOP-CWG-0003a.02	TITLE: Working Alone for Crop Wing	Page 1 of 6
Approved Date: April 4, 2012	Author(s): Joyce Chen, Ruoxi Wang Reviewed and Approved By: Gabriel C.	Supersedes Version: 01

1 OBJECTIVE AND SCOPE

- 1.1 This document describes the protocol to be followed for the Crop Wing if:
- 1.1.1 You are working along in the Crop Wing/AFDP, and
 - 1.1.2 Assistance is not readily available if there is an emergency or you are injured or ill.
- 1.2 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.
- 1.3 Before you work alone a documented hazard assessment must be completed and you must receive permission from you supervisor and the Crop Wing Unit Head.
- 1.4 The nature of the research activities taking place within the Crop Wing are such that, at times, users 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 (8:00am–4:30pm) or on weekend/holidays in the Crop Wing/AFDP.

2 RESPONSIBILITIES

- 2.1 As per the Occupational Health and Safety Code, when you are working alone, your supervisor must provide an effective communication system consisting of:
- 2.1.1 Radio communication,
 - 2.1.2 Landline or cellular telephone communication, or
 - 2.1.3 Some other effective means of electronic communication.
- 2.2 The communication must include regular contact by the “employer” or designate at intervals appropriate to the nature of the hazard associated with the work you are doing alone.

3 DEFINITIONS

- 3.1 SOP: Standard Operating Procedure
- 3.2 CWG: Crop Wing General

4 SAFETY

- 4.1 None

5 EQUIPMENT

- 5.1 None



Agri-Food Discovery Place		
SOP NO.: SOP-CWG-0003a.02	TITLE: Working Alone for Crop Wing	Page 2 of 6
Approved Date: April 4, 2012	Author(s): Joyce Chen, Ruoxi Wang Reviewed and Approved By: Gabriel C.	Supersedes Version: 01

6 MATERIALS / REAGENTS

6.1 None

7 REQUIRED DOCUMENTS

7.1 None

8 PROCEDURE

8.1 Using the Campus Security Lone Worker Service:

8.1.1 Contact campus Security at 780-492-5050 (note that a separate registration is required each time you work alone).

8.1.2 Provide your name, exact location and telephone number you can be reached at.

8.1.3 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).

8.1.4 Campus Security will visit or telephone you during the period and at the frequency you request.

8.1.5 If Campus Security is not able to contact you at the designated time, follow up procedures will be initiated, including immediate investigation of your worksite.

8.2 Phone contact with your supervisor or a Crop Wing co-worker:

8.2.1 When you are working alone you can be in contact with your supervisor or Crop Wing coworkers.

8.2.2 If contact with your supervisor or Crop Wing coworkers 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.

8.2.3 If the supervisor or Crop Wing co-worker does not hear from you at the prescribed intervals they will take action by calling campus security at 780-492-5050.



Agri-Food Discovery Place		
SOP NO.: SOP-CWG-0003a.02	TITLE: Working Alone for Crop Wing	Page 3 of 6
Approved Date: April 4, 2012	Author(s): Joyce Chen, Ruoxi Wang Reviewed and Approved By: Gabriel C.	Supersedes Version: 01

- 8.2.4** If this option is used as the working alone precaution the supervisor or Crop Wing co-worker 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

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

The official entrance is off 113 St. via 60 Ave.

8.3 Emergency Procedures

8.3.1 Medical

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

8.3.2 Fire

- 8.3.2.1** If there is a fire, exit the area immediately, and pull the fire alarm, then call 911, giving details.
- 8.3.2.2** 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.

8.3.3 Chemical spill



Agri-Food Discovery Place		
SOP NO.: SOP-CWG-0003a.02	TITLE: Working Alone for Crop Wing	Page 4 of 6
Approved Date: April 4, 2012	Author(s): Joyce Chen, Ruoxi Wang Reviewed and Approved By: Gabriel C.	Supersedes Version: 01

- 8.3.3.1** Only attempt to clean up the spill if it is safe to do so.
- 8.3.3.2** If an emergency situation, warns others, evacuate the area, and call 911, giving details.
- 8.3.3.3** When cleaning up a chemical spill use the chemical spill kit located on the shelf in the Crop Wing hall way.

8.4 Emergency and Other Phone Numbers

DIRECT DIAL Numbers	Contact	For
911	Fire / Police/ Ambulance	Any emergency: medical, fire, hazardous spill.
(780) 492-5050	Campus Security (24 hours)	Suspicious persons, non-emergency situations
(780) 492-4833	Facilities Management Maintenance (24 hours)	Maintenance Emergencies
(780) 934-2844	Gabriel Chemello – CUEMRU Unit Head (Room 1-054 in AFDP)	Chemical Spill and general safety matters.
(780) 492-1810	Office of Environmental Health and Safety (7:30 A.M. to 4:00 p.m.)	Information/assistance/adv ice

8.5 Location of Emergency Resources in the Crop Wing

- 8.5.1** Please ensure that you know where these resources are located before beginning your work activities.
- 8.5.2** Fire Alarm Pull Stations: Located next to all emergency exits.
- 8.5.3** Fire Extinguishers: Located beside all emergency exits and just inside the entrance to all suites and labs.
- 8.5.4** Eyewash Stations: Just inside the doorway to each suite.
- 8.5.5** First Aid Kits and Lists of First Aiders: In the middle of the crop wing corridor, near the ice machine and in the first aid storage room.
- 8.5.6** Telephones: One phone on the wall at each end of the Crop Wing corridor and one phone in the Sample Prep Lab (1-212).
- 8.5.7** Material Safety Data Sheet (MSDS): MSDS sheets are located in the Sample Prep Lab (1-212) and in the MSDS Centre in the loading dock area.

Agri-Food Discovery Place		
SOP NO.: SOP-CWG-0003a.02	TITLE: Working Alone for Crop Wing	Page 5 of 6
Approved Date: April 4, 2012	Author(s): Joyce Chen, Ruoxi Wang Reviewed and Approved By: Gabriel C.	Supersedes Version: 01

8.6 Hazard Assessment

HAZARDS	ACTIONS TO MINIMIZE
<p>Sample Prep Laboratory (Room 1-212) Hazardous or flammable chemicals and combustible materials, preparation of reagents and mixtures, Bunsen burners, compressed gases, electrical equipment, pressurized equipment, computers and computerized instruments, hot plates, glassware, liquid nitrogen, vacuum systems and chambers, noxious odours, blending equipment, ovens, muffle furnaces, hot materials, water, steam, compressed air, natural gas, chilled baths, stirrers and rotators, etc.</p>	<ul style="list-style-type: none"> All lab workers must be trained on 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 trained are permitted to work in the lab. Proper personal protective equipment (e.g. protective eye glasses, face shields, lab coat, gloves, masks, ear protection, etc.) is available and must be used by users wherever dictated by SOPs, policy or Hazard Assessments. All users must know the location of the first aid kits, spill kits, fire alarms, fire extinguishers, emergency showers/eye wash stations, and phones.
<p>Use of ladders, electrical equipment/power tools</p>	<ul style="list-style-type: none"> 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.
<p>Security of the Crop Wing and Office Areas in AFDP</p>	<ul style="list-style-type: none"> The Crop Wing is a restricted access that is accessible by authorized personnel only. If a person is acting suspiciously, Call Campus Security at 49 2-5050. Anyone attempting to access the Crop Wing without approval must not be allowed entry.
<p>Accessing transportation home after dark or outside regular hours</p>	<ul style="list-style-type: none"> 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). Pre-arrange with a co-worker if you need a ride to or from the south campus LRT station.
<p>Use of vehicles</p>	<ul style="list-style-type: none"> 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.

9 ATTACHMENTS

9.1 None

10 REFERENCES AND RELATED SOPs

10.1 Alberta Occupational Health and Safety Act, Regulation and Code, 2009

10.2 AFDP Emergency Response Plan

11 DOCUMENT RETENTION



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