

PERMISSION TO WORK ALONE FORM - GUIDELINES

Section I:

SHORT DESCRIPTION OF WORK TO BE DONE:

Please describe the specific type of work to be done (such as synthesis of X compounds, preparation of X samples, running of X equipment, conducting X type of experiment).

HAZARDS ASSOCIATED WITH YOUR WORK:

Please indicate the hazards associated with your materials, procedures or equipment. If "other" is checked, please indicate the specific hazard(s).

Section II:

DURATION OF PERMISSION:

Please indicate the duration of the permission. This can be for a specified duration (such as a semester or a year if a known endpoint has been established), or indefinitely (such as the duration of studies, duration of employment or duration of the project, etc.).

WHAT PROCEDURES HAVE YOU IMPLEMENTED TO MITIGATE THE RISKS FROM THE HAZARDS ABOVE:

Please specify the measures in place that will protect the person working alone. These can be engineering controls (such as fume hoods), personal protective equipment (gloves, lab coat, safety glasses, goggles, etc.) or administrative controls (such as arranging to have campus security or another individual check in every 30 minutes or whatever makes sense). The safeguards should match the level of risk associated with the hazard of working alone, and cover possible scenarios. Please specify what measures will be taken beyond what would normally be done if someone else was in the room.

The signature of the PI in Section II must match the name of the PI in Section I.

Please feel free to discuss this or specific details further with EH&S. Please submit the forms to EH&S for review.

