

## **Institute Work Alone Policy**

### **1.0 Policy**

Caltech is committed to conducting activities in a manner that promotes the safety and health of faculty, staff, postdoctoral scholars, students, and visitors, applies sound practices in environmental stewardship and minimizes risk to Caltech property.

### **2.0 Work alone Activities at Caltech**

Undergraduates, volunteer students, interns, and anyone else identified by their PI, are not allowed to work alone in the laboratory.

It is recommended that no one work alone in the laboratory. Without available assistance, incidents or emergencies could have increased severity. Working alone means when no one else is in direct line of sight or within sound of the person.

As with any potentially hazardous work, before working alone:

- \* Discuss the activity and potential hazards with the PI or faculty supervisor.
- \* Confirm that the work with hazardous material or equipment has the appropriate controls in place.

The two points above must be repeated prior to making changes in the activity or scope of work from that initially discussed with the PI or faculty supervisor. If the PI or faculty supervisor determines that the work should not be performed alone, then the individual should perform the work only when others are present.

### **3.0 Resources**

Questions regarding the Institute Work Alone Policy shall be directed to your Division Operations Officer