

Working Alone
Standard Operating Procedures

San José State University
One Washington Square
San José, California

Page intentionally left blank

1) Purpose and Scope

The Working Alone policy limits hazardous activities conducted by San José State University (University), Department of Nutrition, Food Science, and Packaging personnel in cases where an inherent hazard could result in substantial property damage and/or an injury or exposure that would render an individual unable to take appropriate emergency actions. Examples of inherent hazards include situations when an individual may ...

- a) Be splashed with a corrosive chemical that blinds them.
- b) Be exposed to a chemical or trauma that impairs consciousness.
- c) Be burned or set a fire.
- d) Receive severe electrical shock or arc-flash injury.
- e) Fall from an unprotected elevation above 6 feet.
- f) Be struck or trapped by a heavy object or suspended load.
- g) Become trapped in or by moving machinery.
- h) Be injured by a powered cutting tool.
- i) Be exposed to a risk of injury by working after regular work hours.

2) Standards, Regulations and References

- a) California Code of Regulations,
Title 8, Section 3202. The Injury and Illness Prevention Program.¹

3) Working Alone Policy

Nutrition, Food Science, and Packaging personnel are not authorized to work alone and/or to work outside of normal university business hours (8AM -5PM) when the inherent hazards associated with their tasks could incapacitate them in such a way that they could not "self-rescue" or activate emergency services.

- a. The policy does not address activities "commonly performed by the general public" that include hazards commonly accepted by the public, the control of which requires little or no specialized guidance or training. These activities include walking or driving while alone, or the consequences of personal medical conditions that may arise while at work.
- b. The policy is consistent with the University's commitment and duty to provide a safe and healthful work environment for all employees, students and visitors from the exposure to the hazards of working alone. Employees, students, and visitors are collectively referred to as "personnel" throughout this document.

4) Authorized Guests

Authorized guests are permitted in the lab/shop only if they are current SJSU students with a valid Tower Card and have prior written authorization from both their department and faculty advisor. This

¹ <https://www.dir.ca.gov/Title8/3203.html>

requirement ensures that all individuals in the lab/shop have the appropriate training, safety awareness, and accountability.

Bringing an unauthorized guest into the lab/shop is a violation of university policy and a significant safety concern. Violations may result in the loss of all Work Alone privileges, revocation of lab/shop access, and disciplinary action at the discretion of the faculty advisor and/or department.

5) Roles and Responsibilities

a) The University

The University is committed to and has a duty to provide a safe and healthful working and learning environment for all employees, students and guests.

b) Environmental Health & Safety

Environmental Health & Safety will ...

- i) Establish, implement and maintain the [Illness & Injury Prevention Plan](#) which is designed to eliminate or minimize employee exposure to hazards.
- ii) Establish, implement, and maintain plans and programs to address specific hazards such as the [Chemical Hygiene Plan, Laser Safety Plan, and Hazard Communication Program](#).

c) Department Management

The Department of Nutrition, Food Science, and Packaging will implement a Working Alone policy by...

- i) Develop, modify and update as necessary, a standardized working alone authorization form to be used as the basis for the documentation of objective information concerning the specific working alone activities and required limitations.
- ii) Retain records for three years.
- iii) Assessing teaching and work activities to identify inherent hazards that may cause severe property damage and/or injuries that could prevent personnel from self-rescuing or activating emergency services in the event of an accident.
- i) Collaborate with Environmental Health & Safety, if necessary, in the hazard determination process.
- ii) Developing and enforcing work practices and methods designed to eliminate or control the risk of exposure to the hazards of working alone.
- iii) Authorizing Working Alone only when inherent hazards can be reasonably eliminated or controlled.
- iv) Communicating to all affected personnel when working alone and/or working outside of business hours is authorized or prohibited.
- v) Manage the department key request process to make sure each individual authorized to work alone has their own key.

d) Supervisors and/or Principal Investigators

The supervisors and/or principal investigators of the Department of Nutrition, Food Science, and Packaging are ultimately responsible for the safety of the individuals they directly supervise. Supervisors and/or principal investigators will implement a Work Alone Policy by...

- i) Completing a "Working Alone Authorization Form" when personnel are assigned to expect or request to work alone or after hours.
- ii) Developing and enforcing work practices and methods designed to eliminate or control the risk of exposure to the hazards of working alone.
- iii) Authorizing Working Alone only when inherent hazards can be reasonably eliminated or controlled.
- iv) Communicating to all affected personnel workers when working alone and/or working outside of business hours is authorized or prohibited.

e) Lab/Shop Personnel

Personnel who are at risk of exposure to severe inherent hazards while working alone and/or outside of normal business hours will ...

- i) Follow the prescribed work practices and methods designed to eliminate or control the risk of exposure to the hazards of working alone.
- ii) Maintain regular communication as directed by responsible supervisors or principal investigators.
- iii) Report incidents to the manager and, if necessary based on severity, to the University Police Department Emergency Dispatchers immediately.

6) Policy Audit

The Department of Nutrition, Food Science, and Packaging will perform an annual audit and make improvements to the Working Alone Policy as regulations and conditions change.

7) Document History and Control

The San José State University Working Alone Policy described herein supersedes all prior policy or program documents.

<i>Rev #</i>	<i>Document Revision History</i>	<i>Author</i>	<i>Reviewer</i>	<i>Date</i>
00	Revision No Change Initial Document	Wendee Augustiro Instructional Support Technician Department of Nutrition, Food Science, and Packaging	Skye Kelty Chemical Hygiene Officer Environmental Health and Safety	
01				

Page intentionally left blank

Working Alone Procedure

The university is committed to and has a duty to provide a safe and healthful work environment for workers from the exposure to the hazards of working alone.

1) The Working Alone Policy is designed to eliminate or minimize occupational exposure to the hazards of working alone. It includes the following key elements:

- a) Working Alone Hazard Determination
- b) Contacts
- c) After Hours Injury Response Plan
- d) Required Training by Hazard
- e) Key Access Requirement
- f) Completing the Working Alone Hazard Authorization Form
- g) Hazard Levels
- h) Recordkeeping
- i) The Working Alone Authorization Form

2) Definitions

- a) **Personnel** are employees, students, and/or volunteers who are assigned work or a project and are granted access to the campus facilities under the guidance of a responsible manager or principal investigator.
- b) **Working Alone** occurs when a worker performs assigned activities out of sight or earshot of anyone who can help in the event of an emergency.
- c) **Working Accompanied** occurs when personnel perform assigned activities with:
 - i) A second person within sight or earshot that has completed appropriate training for any involved hazards
 - ii) An available second person who agrees to and understands the responsibility to monitor the personnel's safety periodically.
 - iii) If the second person has to leave the area, the completing hazardous activities is considered to be Working Alone, and must terminate if prohibited in the work authorization.
 - iv) Working Accompanied is also referred to as the "Buddy System".
- c) **Buddy System** is a system of organizing work so that the worker can always be seen and heard by at least one other worker that has completed training for the specific hazards involved in the activity. In addition, the buddy system must include periodic checking of the person's safety.
- d) **Authorized Guests** are individuals who are current SJSU students with a valid Tower Card and who have received prior written authorization from both their department and faculty advisor to be present in the lab/shop.

- e) **Regular Weekday Hours** are the hours between 8:00 AM and 5:00 PM, Monday through Friday, excluding any weekday when the University is officially closed.
- f) **After Hours** are the hours between 5:00 PM and 8:00 AM weekdays, Saturday, Sunday, University holidays, and any other day the University is officially closed.
- g) **Hazard Determination** is a process that the manager performs to identify hazards, determine the appropriate risk and to develop work procedures that will effectively eliminate or control and reduce the risk to a reasonable level. Some of the key elements of a hazard determination is the identification of the workers and the work location, identification of hazards and the development of a plan to reduce the risk, communication systems, documented safety training if appropriate, and an emergency action plan that details how emergency assistance will be obtained in the event of an injury or incident.
- h) **Hazard Level** is a standard by which a level of risk is assigned to the work that will guide the manager in making a hazard determination and decision to grant or deny access.
- i) **Authorization / Granting / Denying Access** is the process where the department chair will review the "Working Alone Authorization Form" and decide to grant or deny access to personnel working alone based on the overall determined hazard level.

3) Working Alone Hazard Determination

- a) A hazard determination is made with the personnel and the responsible manager or principal investigator by identifying key work elements and the hazards associated with the work.
- b) The "Working Alone Authorization Form" is completed to assist the manager in completing the hazard determination and, if possible, reducing the risk by eliminating or controlling the hazards.

4) Contacts

- a) **University Police Department:** If you're experiencing an emergency, call 9-1-1. Or, call the UPD directly at 408-924-2222 on any phone.

5) After Hours Injury Response Plan

- a) There are no on-campus medical services after hours. Options for seeking medical attention: <https://www.sjsu.edu/up/resources/help/workers-compensation/seeking-medical-attention.php>

6) Required Training by Hazard

- a) Ignition Sources, Particularly Reactive Chemicals, and/or Substantial Quantities of Flammable Liquids - Fire Extinguisher Training
- b) Particularly hazardous materials and equipment require documented Standard Operating Procedure training as identified by Environmental Health & Safety programs and plans. Such as toxins, oxidizers, Class IV lasers, and autoclaves.

7) Key Access Requirement

- a) Workers must work with their faculty advisor to complete the Work Alone Application and the Key Request Form. Workers and their faculty advisor must fill out the forms together to ensure accuracy. Once the forms are complete, the faculty advisor must submit the completed Key Request Form to nutrition@sjsu.edu.

8) Completing the Working Alone Hazard Authorization Form

- a) The “Working Alone Authorization Form” is completed by the worker and reviewed by the department chair. A decision is made to grant or deny authorization to work alone.
- b) A copy of the completed “Working Alone Authorization Form” is given to the workers before they commence work and must be kept with them at the job site and shown to managers and University Police officers upon request.

9) Hazard Levels

- a) Authorization is granted when the risk is reduced to an acceptable **Hazard Level of I or II** as defined in the “Hazard Level Table”.
- b) Authorization shall not be granted if unable to eliminate or effectively control the hazards as defined in **Hazard Level III.**
- c) “Hazard Level Table”.

(See next page).

Hazard Level Table	Hazard Description	Control Methods	Permit Conditions
Hazard Level I	There is minimal risk with respect to the activity and the work environment. Examples include and are not limited to general office work, computer work, writing reports.	Telephone systems readily available with 911 call capability to University Police.	Working Alone Permitted
Hazard Level II	Hazards exist in the activity and/or work environment. The risk is decreased by the control measures in place. Examples include and are not limited to maintenance activities and laboratory work with minimal risk.	Telephone systems readily available with 911 call capability to University Police.	Working Alone Permitted Accompanied worker optional based on hazard determination.
Hazard Level III Hazard Level III Activities	There is considerable hazard in the activity and/or work environment and the risk is not minimized by multiple control measures. Examples include and are not limited to working from heights, electricity, hazardous substances, high pressure, or conducting repairs and maintenance to heavy equipment. a) __Be splashed with a corrosive chemical that blinds him or her. b) __Be exposed to a chemical or trauma that impairs consciousness. c) __Be burned or sets a fire. d) __Receive severe electrical shock or arc-flash injury. e) __Fall from an unprotected elevation above 4 feet. f) __Be struck or trapped by a heavy object or suspended load. g) __Become trapped in or by moving machinery. h) __Be injured by a powered cutting tool. i) __Be exposed to working after regular work hours.	Within visual and audible shouting distance of an accompanied worker or "buddy". Telephone systems readily available with 911 call capability to University Police. Radio communications to University Police.	Working Alone Not Permitted Accompanied worker must be knowledgeable in the work activity and emergency procedures. Work must be terminated if the accompanied worker leaves the worksite.

10) Recordkeeping

- i) The completed “Working Alone Authorization Form” is kept by the Department manager and retained for 3 years.
- ii) The Department will review all of the completed forms at the end of each academic semester to evaluate the effectiveness of the policy in preventing injury or accidents with workers who work alone.

11) The “Working Alone Authorization Form”.

(See next page.)

Working Alone Authorization Form

Workers must keep a copy of the Working Alone Authorization Form with them while on the job.

Name	Principal Investigator/Manager
Phone Number	Work Location Building: Room:
Email Address	Proposed Work Date(s) and Time(s):
College/Dept.	

Work Description

(General description of research, project, etc.)

Hazard Determination	List work elements. Identify inherent hazards.	Develop control measures that will reduce the hazard.
Work Element (ex. cooking on gas stove)	Hazardous Element Identification (ex. flames)	Hazard Control Method (ex. Attend fire extinguisher training)
1.		
2.		
3.		
4.		
5.		
Overall Hazard Determination → Level I II III (See Hazard Level Table)		

Requestor Acknowledgement

I have read and understand the Working Alone Standard Operating Procedures.

Signature/Date

Check-in/out Procedure

The requestor and principal investigator/manager must establish and agree upon a method of communication prior to working alone. The requestor must notify the principal investigator/manager upon arrival and departure for each work session. Acceptable methods may include, but are not limited to: text message, Google Chat, or email.

The requestor will check-in/out with me by:

Principal Investigator/Manager Approval

I support this requestor's request to work alone and have reviewed their Hazard Determination and Work Description for accuracy.

Signature/Date

Department Chair Approval

Name

Signature

Date

Hazard Level Table	Control Methods	Authorization Conditions
_____ Hazard Level I There is minimal risk with respect to the activity and the work environment. Examples - general office work, computer work, writing reports.	Telephone systems readily available with 911 call capability to University Police.	Working Alone Permitted
_____ Hazard Level II Some minor hazards exist in the activity and/or work environment and the risk is decreased by the control measures in place. Examples - maintenance & custodial services and laboratory work with minimal risk.	Telephone systems readily available with 911 call capability to University Police.	Working Alone Permitted Accompanied worker optional based on hazard determination.
_____ Hazard Level III There is considerable hazard in the activity and/or work environment and the risk is decreased by multiple effective control measures. Examples - working from heights, electricity, hazardous substances, and high pressure, or repairs and maintenance to heavy equipment. Hazard Level III Activities a) ___Be splashed with a corrosive chemical that blinds him or her. b) ___Be exposed to a chemical or trauma that impairs consciousness. c) ___Be burned or set a fire.	Within visual and audible shouting distance of an accompanied worker or "buddy". Telephone systems readily available with 911 call capability to University Police. Radio communications to University Police. Worker completes Fire Extinguisher Training with a San José State University, Environmental Health and Safety approved trainer.	Working Alone Not Permitted Accompanied worker must be knowledgeable in the work activity and emergency procedures. Work must be terminated if the accompanied worker leaves the worksite.

Hazard Level Table	Control Methods	Authorization Conditions
d) ___Receive severe electrical shock or arc-flash injury. e) ___Fall from an unprotected elevation above 4 feet. f) ___Be struck or trapped by a heavy object or suspended load. g) ___Become trapped in or by moving machinery. h) ___Be injured by a powered cutting tool. i) ___Be exposed to working after regular work hours.		