

As of: March 2016

Working Alone Standard Operating Procedures for Administrative Areas only

For: Medical Secretaries and Research Staff in the Department of Surgery, sited at the McMaster Children's Hospital (MCH), HHS, and the Michael DeGroote Centre for Learning and Discovery (MDCL), who may work alone

A standard operating procedure must be created for all work areas even if there is no likelihood of individuals working alone. A SOP must be in place should the situation arise.

- X To be assessed jointly by supervisor and persons work alone
- X Training provided to all individuals working alone
- X Be aware of regulatory restrictions affecting working alone - see section 6.1 of RMM#304 (<http://www.workingatmcmaster.ca/med/document/RMM-304-Working-Alone-Program-1-36.pdf>)
- X This will be discussed with you during your orientation
- X SOP document must be reviewed and resubmitted on an **annual** basis.

1. Building: McMaster Children's Hospital (MCH) Site, Hamilton Health Sciences (HSC 4E, 1E, 3V, 3Z, 4V), 131 A.N. Bourns Science Building and the 3rd Floor of the Michael DeGroote Centre for Learning and Discovery (MDCL)

Supervisor (s): Cathy Turner Emergency home phone # or Supervisor pager #: 905.515.1058

2. Expected hours during which staff may work alone

Weekday

- 6:00 to 8:30 a.m. 4:30 p.m. to midnight. 5:00 p.m. to 8:00 a.m. Other:

Weekends

- 8:00 a.m. to 5:00 p.m. 8:00 a.m. to 12:00 p.m. 24 hours Other: _____

3. Emergency assistance

In the event of an emergency, assistance will be provided by:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Hamilton Health Science locations 5555 | <input type="checkbox"/> McMaster Campus Security 88 |
| <input type="checkbox"/> St. Joseph's Hospital 33000 | <input type="checkbox"/> Emergency Services/Paramedics 911
(outside hospital setting) |
| <input type="checkbox"/> Community Centre Health Services 38000
(Stoney Creek) | |

Where is the closest nearby individual? Is there a way to contact them?

The closest staff members are as follows:

4. Security of the area - personal safety issues

- All doors to be kept locked when staff is working alone
- Additional security controls specific for your area? i.e. mirrors, surveillance cameras, etc