

As of: November, 2018

**Working Alone Standard Operating Procedures for Administrative Areas only**

For: Medical Secretaries and Research Staff in the Department of Surgery, sited at the General Hospital, HHS (including 293 Wellington N), 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
- x submit this report to the JOHSC of your area for their review
- x SOP document must be reviewed and resubmitted on an **annual** basis.

1. Building: General Site Hamilton Health Sciences (McMaster Wing, 7<sup>th</sup> floor, 6<sup>th</sup> floor, and level 0, 6North, 293 Wellington St. N. and 4 East

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

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 <b>5555</b>                | <input type="checkbox"/> McMaster Campus Security <b>88</b>  |
| <input type="checkbox"/> St. Joseph's Hospital <b>33000</b>                                      | <input type="checkbox"/> Emergency Services/Paramedics <b>911</b><br><b>(outside hospital setting)</b> |
| <input type="checkbox"/> Community Centre Health Services 3 <b>8000</b><br><b>(Stoney Creek)</b> |  |

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

\_\_\_\_\_

\_\_\_\_\_

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.

7<sup>th</sup> Floor McMaster Wing panic buttons, key pad entry within 293 Wellington North office suite  
 5. The Working Alone Policy requires supervisors and workers to perform a risk assessment. Please consider tasks that will be performed alone and the risk involved. This may help to determine if tasks can be performed alone.

	<b>Task</b>	<b>Hazard</b>	<b>Controls</b>	<b>Worst Case Scenario</b>
<input checked="" type="checkbox"/>	Typing, filing, office work	Unauthorized individual enters area	Locking doors after hours Checking for ID Contacting Security if you see questionable individuals.	Injury or assault in area.
<input type="checkbox"/>	Lifting or moving heavy boxes	Strain back, arms or neck Drop box and injury self Trip while carrying box	Not allow heavy items to be moved after hours. Use a trolley or cart Attend proper lifting training.	Permanent disability or injury to worker resulting in lost time or WSIB claim
<input type="checkbox"/>	Preparing beverages or food in kitchenette-lunch room	Appliances not in good working order i.e. frayed cords. Burns from hot food or beverages	Inspect appliances regularly. Take care when preparing hot food and beverages	Fire. Start the REACT process.
<input checked="" type="checkbox"/>	Interviews with study subject	Violence or harassment Possibility of acquiring infectious disease Travel to location	Training to deal with violence in the workplace, availability of masks, gloves, disinfectants, safe legal transportation, right to refuse unsafe work	Injury or assault, acquisition of infectious disease, accident while in transit,
<input checked="" type="checkbox"/>	Blood sampling (no diagnostic-lab work)	Risk of needlestick injury, possible transmission of blood borne diseases	Wearing of gloves, proper disposal of needles, immunization	Life threatening infection.
<input type="checkbox"/>				

6. Protocols in place for working alone

- Identification badges must be worn at all times (mandated by Faculty of Health Sciences)
- Telephone must be available with emergency telephone numbers of supervisors or designates posted.  
 Location of phone and emergency contact numbers: Telephones in all office areas
- The Working Alone Policy requires that individuals check in regularly if working alone.  
 Staff will check in with their  supervisor or  designate every  one  two  three hour(s)
- Option for hospital hosted staff: You may wish to sign in and out at the Security Desk.
- Additional protocols \_\_\_\_\_

7. Are there known current physical disabilities or medical conditions that may affect the health or safety of an individual working alone? (Do not provide names)

**N/A**

8. Training and Experience that must be in place and up-to-date for the individual to work alone:

- Due Diligence (All supervisors must have due diligence. Training must be completed every five years)
- Fire Safety lecture (at site) followed by  Annual fire quiz for individual's host medical institution
- Administrative WHMIS, FHSc **OR**  Administrative Orientation, HHSc (Host hospital) (one time only)
- Technical Lab WHMIS followed by  Annual WHMIS Update
- Review of RMM#304 and this working alone procedure (SOP) – mandatory for all staff

9. High risk tasks which may NOT be performed by individuals working alone:

These include: moving heavy items, interviewing patients or study subjects who have been identified as high risk individuals

10. Issues which are still of concern to staff/supervisors:

11.	List of individuals who may work alone	Signature (s)	Date
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Signature of supervisor (s)

\_\_\_\_\_ Date: \_\_\_\_\_