

Excerpted from:

University of Wisconsin Green Bay Chemical Hygiene Plan 2013

APPENDIX B

STANDARD OPERATING PROCEDURES

Working Alone: The following policy has been adopted for all persons using NAS and HB facilities:

- Researchers and laboratory workers are strongly encouraged to prioritize work and research so that work with hazardous chemical, biological, or physical agents occurs only during normal working hours when others are present in the vicinity. After-hours work (on nights and weekends) should be restricted to non-hazardous activities. If hazardous materials must be used at night or on weekends, ensure that at least one other person is within sight and ear-shot to provide help in an emergency.
- During any after-hours work, it is advisable to use the buddy system or notify another person of your presence in a laboratory.
- Undergraduate students in scheduled courses must be supervised at all times. The instructor will be present in the laboratory or in the vicinity of the laboratory during scheduled laboratory hours. Students may not work out of hours for any scheduled course unless specific permission is granted by the faculty person supervising the lab and students will not be doing any manipulations using hazardous chemicals and hazardous conditions do not exist. Faculty and staff must provide approved student access lists to Public Safety.
- In research laboratories, the research supervisor or designated faculty supervisor will be present in the laboratory or available in the department for consultation or supervision as needed. The degree of supervision for research students in various circumstances requires the judgment of the faculty supervisor and will vary with the risks involved. Projects such as data analysis, computational projects, or certain types of spectroscopic measurements (as examples) do not require supervision. However, in no circumstances are student researchers (both graduate and undergraduate) allowed to conduct potentially hazardous procedures when the faculty supervisor or designated substitute is not present in the vicinity. Student researchers (both graduate and undergraduate students) may never work alone if working with hazardous chemicals or if hazardous conditions exist. Ultimately it is the responsibility of the Principal Investigator to ensure safe supervision of undergraduate and graduate researchers.