

<p><b>Practice No. 2, Issue No. 1, rev. 3 Date: April 2014</b></p>	<h2 style="text-align: center;">Working alone</h2>
<p><b>Practice Perspective</b></p>	<p>The MSU Chemical Hygiene Plan states in section 2.9 that employees should “avoid working alone whenever possible.” The MSU Chemical Hygiene Subcommittee recommends providing further guidelines to prohibit MSU employees from performing high hazard operations without other employees present.</p>
<p><b>Standard Practice</b></p>	<p><b>MSU employees are prohibited from working alone in laboratories when performing high hazard operations or using highly reactive or toxic substances.</b></p>
<p><b>Guidelines</b></p>	<p>High hazard processes and/or chemicals can be defined as any operation that creates the potential for explosion, fire, electrocution or serious physical harm.</p> <p>This includes, but is not limited to, the use of:</p> <ul style="list-style-type: none"> <li>• highly toxic substances</li> <li>• highly reactive chemicals</li> <li>• poison gases</li> <li>• high energy lasers</li> <li>• power tools</li> <li>• laboratory equipment that could pose a risk of entanglement, amputation or other serious bodily harm.</li> </ul> <p>Employees must consult with their Principal Investigators before performing any operations after normal working hours or when others will not be present.</p> <p>All high hazard activities must have site specific written Standard Operating Procedures in place prior to beginning the procedure or process.</p> <p>Individual principal investigators have the final responsibility and authority to determine whether or not employees may work alone and/or after hours unattended.</p>
<p><b>Corollary CHP change</b></p>	<p>MSU Chemical Hygiene Plan 2.9, change to: <i>“No one shall work alone in laboratories when using equipment, processes and/or chemicals with the potential for explosions, fire, electrocution or serious physical harm. This</i></p>

	<i>includes toxic and highly reactive chemicals, poison gases, high energy lasers, power tools and equipment. Employees must consult with their Principal Investigators before performing any operations after normal working hours or when others will not be present. All high hazard activities must have site-specific written Standard Operating Procedures, and be performed only when other trained employees are present.”</i>
<b>As proposed and amended by</b>	Michigan State University Chemical Hygiene Subcommittee, November 20, 2013