



Djavad Mowafaghian
CENTRE FOR BRAIN HEALTH

Working Alone or in Isolation

1. Introduction

DMCBH and the University of British Columbia recognize that there may be instances where students and staff must work alone and/or outside of regular working hours. This puts the member at risk as assistance would not be readily available in the case of accident, illness or other emergency.

Please note that volunteers and other non-paid members are special cases and should they need to work alone or in isolation the lab should contact Centre management to discuss.

2. Risk Assessment

A risk assessment must be completed for each task to be accomplished while working alone for each person within the lab who will be working alone before the work may commence. Reassessments must be done when there is a significant change in the nature or location of the work, a change in the abilities of the member, or in the case of a serious incident. Use the attached risk assessment form to determine check-in level and provide a record of assessment.



3. Training

- All students and staff working alone or in isolation must have completed all Risk Management training courses as deemed appropriate by management as well as training specific to the tasks being performed;
- All students and staff working alone must be trained in and understand the check-in procedures and which tasks are not to be performed while working alone;
- Check-in designates must be trained in the check in procedure.

4. Responsibilities

Principal Investigators / Laboratory Managers

- Identify all situations where a worker is working alone or in isolation;
- Minimize risks of injury as much as possible;
- Ensure working alone risk assessments are completed;
- Ensure all laboratory members who may work alone or in isolation have been trained according to this policy, the activities they will engage in, and the protocols for working alone or in isolation.



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Trainees, Students and Staff

- Work in a safe manner at all times to prevent injury to self and others by following safe work procedures and guidelines;
- Be aware of, and follow, established procedures for working alone or in isolation;
- Follow all safety, security, and research protocols, use required PPE;
- Carry hospital access ID card at all times and be prepared to show ID on request by security.

5. Check-In Procedures

In situations where the risk assessment determines that check-ins are required:

- During regular work hours, alert another lab member, preferably one working on the same floor, when you will be working alone. Document the request by email or text message.
- Outside of regular work hours call security (local 7-4777), specify UBC Hospital, Koerner Pavilion, or Djavad Mowafaghian Centre for Brain Health (DMCBH) at the beginning of the call. Inform them that you will be working alone.



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- Provide your check-in designate with location where work is to be performed and a phone number of an alternate contact.
- Request check-ins every two hours, if deemed necessary by the risk assessment. Check-ins may be visual or by phone; agree on this with the check-in designate, as appropriate, before commencing work.
- The check-in designate must be trained in the check-in procedure. They are responsible for performing check-ins as deemed necessary, and documenting these contacts.
- Should a check-in attempt by phone not reach the worker, the check-in designate will go to the worker's last known location. If the worker is not there, the designate will call the worker's alternate phone contact. Should this attempt fail to locate the worker, the designate will alert hospital security who will follow their established protocol.