



Working Outside of Regular Working Hours

1. Introduction

Regular working hours are between 7:00 a.m. and 7:00 p.m. Monday through Friday.

Statutory holidays, and the days between the Boxing Day statutory holiday and the New Years' Day statutory holiday, are considered to be outside of regular working hours.

2. Signing In and Out

All students, staff, and trainees working after hours must sign in on arrival, and sign out before leaving, including for breaks.

DMCBH: Sign-in and -out forms are posted near or in the lunch rooms on the fourth and fifth floors. The form on the third floor is located in the mailroom.

DMCBH Koerner Labs: The sign-in and -out form for both first and second floor labs is located on the bulletin board in the hall leading from the lunch room to the main open lab on the first floor.

3. Working Alone

Working outside of regular working hours often involves working alone or in isolation. In this case the working alone or in isolation policy also applies.

Volunteers and other non-employees must be supervised and may not work alone except under extenuating circumstances, and then must be approved by Centre staff.

All students and staff working alone or outside of regular working hours must have completed all appropriate Risk Management training courses as well as training specific to the tasks being performed.

4. Responsibilities

Principal Investigators / Laboratory Managers

Minimize risks of injury as much as possible;

Ensure all laboratory members who may work after hours receive appropriate training in this policy, the working alone policy, the activities they will engage in, and the protocols for working after hours and alone.

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 outside of regular working hours and working alone or in isolation, if applicable;

Follow all safety, security, and research protocols, use required PPE;

Carry hospital access ID card at all times and be prepared to show it to security.

5. Safewalk

For an escort between locations within the hospital or DMCBH after hours, call security at local 7-4777 and request the service. If the staff or student needs to go beyond hospital property, contact UBC Campus Security at local 2-2222 or AMS Safewalk at local 2-5355.