

## AUGUSTANA MIQUELON LAKE RESEARCH STATION (AMLRS) WORKING ALONE PROCEDURES

### *Preamble*

The nature of AMLRS is such that, at times, AMLRS personnel (researchers, supervisors, graduate students, lab technicians, lab assistants, postdoctoral fellows, research associates or principal investigators) will be working alone – they will be alone at AMLRS or in the field and assistance will not readily available in the case of an emergency, injury, or illness. There are no certified first aiders permanently employed at AMLRS. All personnel who work alone must comply with these Working Alone Procedures.

Principal Researcher / Supervisor	Phone number	Email

### **AMLRS legal land location:**

**Section 20, Township 49, Range 20, West of the 4th Meridian (20-49-20-W4M)**

**AMLRS Location:** Within Miquelon Lake Provincial Park - entering the Park from highway 623, go 1.4km along the main road (you will pass the Park Centre on the left) and take the first access road on the right. The Station is ~100 metres up the road and marked with a sign.

**In a fire/life emergency situation, call 911 and identify yourself, what the emergency is and the location.**

### *Emergency Phone Numbers*

	Contact	Number
<b>Fire/Life Emergency</b>	<b>911 Operator</b>	<b>911</b>
<b>Fire; Life Emergency; Carbon Monoxide; Building Evacuation; Chemical or Biological Spills</b>	Augustana Protective Services (UAPS)	780-608-2905
	Camrose EMS (non-emergency)	780-608-6138
	Hay Lakes Fire Dep't (non-emergency)	780-878-2300
	Camrose Police Service (non-emergency)	780-672-4444
	Office of Environment Health and Safety	780-492-1810
<b>Poison and Drug Information</b>	Alberta Poison & Drug Info Service	1-800-332-1414
<b>AMLRS Inquiries and Assistance</b>	AMLRS Manager	780-405-9318
<b>Technology Assistance</b>	Technology and Learning Services	780-679-1600
<b>Facility Upkeep / Maintenance Inquiries</b>	Facilities and Operations	780-492-4833 option 3
	Miquelon Lake Provincial Park Conservation Officer	780-608-1416

### *Location of Resources*

Item	Location
Fire extinguisher	Mechanical room
Fire suppression blanket	Kitchen
Eye wash station	Wet lab
Emergency shower	Washroom
Chemical Inventory & MSDS sheets	Server room
First aid kit	Kitchen
Chemical and biological spill clean-up kits	Wet Lab
Emergency Fuel Spill Response Kit	Garage
Telephone and emergency numbers	Kitchen

*In the event of an emergency:*

Emergency Condition	Procedures
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Remain calm. Call 911 with your emergency and location.</li> <li>• Attempt to control the situation if at all possible (stop the bleeding, take antihistamines, etc.).</li> <li>• Do not attempt additional self first aid unless you are trained to do so.</li> <li>• In the case of minor injuries, a first aid kit can be found in the kitchen.</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>• If you are trained to, attempt to put out the fire using appropriate measures. The fire extinguisher is located in the mechanical room and the fire suppression blanket is located in the kitchen with the first aid kit.</li> <li>• If you are not trained in fire safety or cannot safely put out the fire: Exit the room and close the door behind you; Exit the building and go to the muster point Call 911 and then UAPS.</li> </ul>
<b>Carbon Monoxide</b>	<ul style="list-style-type: none"> <li>• Carbon monoxide detectors are part of the smoke detectors. If one goes off: Exit the building and open doors and windows on the way if safe to do so. If you feel dizzy, nauseas, or ill in any way, call 911. Call UAPS. Do not re-enter the building until it has been cleared by an authority.</li> </ul>
<b>Utility Shutdown</b>	<ul style="list-style-type: none"> <li>• In the event of a power failure or water shutdown: Do not perform any work in the lab; chemical exposure risk increases. Close the lab door and wait for utilities to return, plus one hour to allow lab ventilation.</li> </ul>
<b>Biological Spill</b>	<ul style="list-style-type: none"> <li>• If there is a biological spill, the spill kit is located in the wet lab. Use appropriate PPE and spill abatement materials to stop the spread. Make a 10% solution of bleach in the spill kit bucket. Soak cloths in the bleach; gently lay them over the spill, covering the area. Leave cloths for 25 minutes before placing cloths in a garbage bag for disposal. Use extra cloths and remaining bleach solution to thoroughly clean the area. The bleach solution can be poured down the drain; all contaminated cloths must be sealed in the garbage bag and disposed of with regular waste.</li> </ul>
<b>Wildlife Encounter</b>	<ul style="list-style-type: none"> <li>• The best way to avoid potentially dangerous wildlife encounters is to make your presence known while out in the field, particularly if you are off-trail. Make noise. Never attempt to capture, approach, feed, or touch a wild animal.</li> <li>• Never run away from bear, moose, or cougar as it may provoke attack. If you see</li> </ul>

	<p>them, continue making consistent noise and slowly back away.</p> <ul style="list-style-type: none"> <li>Bring a satellite phone or radio to report wildlife emergency encounters</li> </ul>
<b>Chemical Spill</b>	<ul style="list-style-type: none"> <li>If chemicals are in contact with skin or clothing: Remove contaminated or restrictive clothing Wash the affected area for 15 minutes using the nearest emergency shower/eyewash station, if safe to do so. Additional medical treatment may be required; consult the MSDS. Eye splashes should always receive immediate further medical attention.</li> <li>If chemicals are spilled: Isolate the spill. Remove sources of ignition if safe to do so. If you cannot safely control and clean up the spill, evacuate the building. Call 911 for a chemical spill emergency. Call UAPS. If you can safely clean up the spill, use proper personal protective equipment (PPE) and spill abatement material to clean the area. The chemical spill kit is located in the wet lab. Dispose of cleaning materials in the proper hazardous waste collection. Decontaminate the area before continuing work.</li> </ul>

**Working Alone Procedures:**

To make working alone safer, personnel working alone must register through the University Protective Services Lone Worker Service (780-492-5050). They must give their name, location, and a phone number they can be reached at. They must establish and maintain a regular contact routine, including when and how frequently they should be checked in on. Check-ins need not be daily, but should reflect the level of hazard associated with the individual’s particular research. Individuals working alone are responsible for following up with and changing their own ‘check in’ schedules.

If a check-in is missed, the University Protective Services Lone Worker Service will persist in attempts to contact the worker, and will contact the AMLRS Manager to inform them of the situation. The AMLRS Manager will determine next actions at the University level and contact the proper authorities if necessary. The University Protective Services Lone Worker Service will contact the proper authorities if the AMLRS Manager cannot be reached.

There is a landline in the kitchen that may be used to establish and maintain regular contact with the Lone Worker Service. Personal cell phones can also be used.

POTENTIAL HAZARDS	ACTIONS TO MINIMIZE HAZARDS
<p>Field Research Equipment:</p> <ul style="list-style-type: none"> <li>Use of electrical equipment, tools, or power tools, including chainsaws</li> <li>Use of research specific equipment</li> </ul>	<ul style="list-style-type: none"> <li>Field researchers have acknowledged they have read, understand, will follow the AMLRS Safety Manual</li> <li>Staff are trained and assessed as competent in the activity</li> <li>Operating permits are held by equipment users, where applicable</li> <li>Only properly maintained equipment should be used</li> </ul>
<p>Field Research Hazards:</p> <ul style="list-style-type: none"> <li>Wildlife encounters</li> <li>Getting lost</li> <li>Exposure to elements</li> <li>Working in/near water</li> </ul>	<ul style="list-style-type: none"> <li>Field researchers have acknowledged they have read, understand, and agree to follow the AMLRS Safety Manual</li> <li>Proper clothing, PPE, a compass and map or GPS, first aid kit, food, water, and whistle are brought into the field</li> <li>Field researchers will not attempt to capture, approach, feed, or touch wildlife not directly related to their research</li> <li>A life jacket will be worn in water more than waist deep</li> </ul>
Laboratory	<ul style="list-style-type: none"> <li>Lab users have acknowledged they have read, understand,</li> </ul>

<ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Biological and biohazardous material</li> <li>• Flammable and highly reactive materials</li> <li>• Sharps</li> <li>• UV light</li> <li>• Heat sources: Bunsen burners and hotplates</li> <li>• Drying oven, fridge and freezer</li> <li>• Compressed gases, corrosives, and cryogenes</li> </ul>	<p>and agree to follow the AMLRS Safety Manual</p> <ul style="list-style-type: none"> <li>• Lab users are trained in standard lab procedures to ensure they are capable of properly handling hazards in the lab</li> <li>• Only persons familiar with lab protocol and standard operating procedures are authorized to work in the lab</li> <li>• Proper PPE should be worn at all times</li> <li>• Lab users know the location of the first aid kit, spill kits, fire alarm, fire extinguisher, emergency shower, eye wash station, Chemical Inventory &amp; MSDS binder, and telephone</li> <li>• Food and drinks are not permitted in the lab</li> <li>• Heating perchloric acid is prohibited</li> <li>• First aid training is highly recommended</li> <li>• The first aid kit and spill kits will be sterilized and re-stocked when used</li> </ul>
<p>Unauthorized Personnel:</p> <ul style="list-style-type: none"> <li>• Near the Station and Acting Suspiciously</li> <li>• Accessing the Station</li> </ul>	<ul style="list-style-type: none"> <li>• Station users have acknowledged that they have read, understand, and agree to follow the AMLRS Safety Manual</li> <li>• Doors are locked when the Station is empty and at night</li> <li>• If a person is acting suspiciously Augustana Protective Services (UAPS) is called</li> <li>• No persons will be allowed entry into the Station without approval of the supervisor</li> <li>• Keys will not be shared with unauthorized persons or copied under any circumstances</li> </ul>
<p>Use of Mobile Equipment:</p> <ul style="list-style-type: none"> <li>• Bicycles</li> <li>• Canoes</li> <li>• Kayaks</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment will be checked for obvious defects such as broken spokes or chains, cracks in the kayak or broken paddles before use</li> <li>• A life jacket will be worn in canoes/kayaks at all times</li> <li>• Helmets will be worn on the bicycles at all times</li> <li>• Users should not use equipment if they are inexperienced or unfamiliar with it</li> <li>• Damage to equipment will be reported to the Station Manager</li> </ul>
<p>Additional Research-Specific Hazards:</p>	<p>Additional Research-Specific Hazard Mitigation Actions:</p>

**All individuals who have the potential to work alone shall be made aware of this protocol.**

Principal  
 Researcher/Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

(Print name)

Date \_\_\_\_\_

AMLRS Manager \_\_\_\_\_ Signature \_\_\_\_\_

(Print name)

Phone number \_\_\_\_\_

Date \_\_\_\_\_