

POLICY ON WORKING OUTSIDE THE HOURS OF OPERATION OR IN ISOLATION

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Originating Office: Office of the
Vice-President, Services

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PREAMBLE

This Policy is to be interpreted in such a way as to not conflict with or supersede any other University Policy including, but not limited to, the following related policies:

<i>Environmental Health and Safety Policy</i>	VPS-40
<i>Security Policy</i>	VPS-20
<i>Policy on Hours of Operation</i>	VPS-4
<i>Policy on First Aid and Medical Emergencies</i>	VPS-45
<i>Policy on Injury/Incident Reporting and Investigation</i>	VPS-42

PURPOSE

The University is accessible 24 hours per day, 7 days per week, weekdays, weekends, both statutory and University holidays, to authorized persons including members of the staff and faculty along with certain students requiring access to their usual place of work or study on University premises for tasks or activities taking place after the normal hours of operation. There is also the need, from time to time, for other persons, such as contractors, to have authorized access to the premises after hours.

The purpose of this Policy is to ensure that all persons working or present on the University premises after the normal hours of operation, or working alone or in isolation, are doing so in conditions which are safe and secure.

The purpose of this Policy is to require all departments to develop, implement and communicate guidelines for the safe and responsible use of the premises after hours and for those working alone or in isolation.

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SCOPE

This Policy applies to all persons including members of the University community using or present on the campus premises after the normal hours of operation and also to any person working or performing any task alone or in isolation on University premises at any time. This policy does not apply to off-campus activities.

DEFINITIONS

For the purposes of this Policy:

“Normal or usual hours of operation” means the hours of operation of each individual location, building, premises or department at the University, which may vary from one department to another.

“Normal or usual place of work” means, without limitation, to the offices, rooms or areas where an authorized person usually performs his/her functions during the usual hours of operation and for which the authorized person normally has a key or keycard.

The term “after hours” means the period of time outside the normal hours of operation, when basic services and support may be reduced, of a particular building, premises or department.

The term “working alone or in isolation” means the situation of an authorized person, present on University premises, either during or after the usual hours of operation, working alone and/or in an isolated area of a building, who, because of the circumstances, may be in a vulnerable position in terms of personal safety.

POLICY

General

1. The normal or usual hours of operation of the University premises are generally weekdays from 7am until 11pm, but are subject to variations and/or exceptions (ex: athletics and libraries), depending on individual departments, buildings and/or special events

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2. Faculty members, support staff, students and other persons may be granted access to University premises outside the normal hours of operation. Such authorized individuals are subject to security and health and safety regulations, as well as all other University policies, in addition to the procedures issued by the relevant department.
3. Faculty members, staff and graduate students are authorized and may be admitted, after hours, to their normal place of work. Any other persons seeking access to the University premises after hours must obtain authorization from the appropriate department or unit. The names of such persons, along with all other relevant information, must be forwarded to Security.
4. Only authorized individuals may have access to the University premises after hours, unless specific permission has been granted by the department for another person to accompany the authorized person.
5. Authorized persons present on University premises outside the normal hours of operation must direct themselves to and remain in the offices or areas which are their usual place of work or study and may not enter or visit other areas, offices or buildings without obtaining prior authorization.
6. Authorized individuals are responsible for any visitor who accompanies them onto campus premises, whether or not the visitor has authorization to be present on the premises.
7. All persons present on University premises outside of the normal hours of operation shall comply with the procedures provided by the department or unit which granted access to the premises, as well as all other University policies, Codes, laws and regulations.
8. All departments shall develop, communicate and implement procedures applicable to persons working after hours, alone or in isolation on University premises.

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Departmental Procedures

9. Each department shall provide to the authorized person(s) information and procedures concerning the use of the premises after the usual hours of operation and/or for persons working alone or in isolation which shall include the following elements, as applicable:
 - a. An indication of the area(s) in a particular building to which the person has access, which shall be the usual working space of the person, unless otherwise specified;
 - b. An indication of the restricted and /or prohibited areas, when applicable;
 - c. An indication that it is strictly forbidden for any person to sleep on University premises, except for the residences and for authorized activities;
 - d. The rules and/or conditions associated with access to the premises which may include:
 - i. what procedures, activities and/or operations may or may not be performed after hours;
 - ii. who, if anyone, may have permission to accompany the person onto the premises, after hours,
 - e. Information about what services are available outside of the normal hours of operation and the location and contact information for any University security personnel.
 - f. The procedures to be followed in the case of an emergency or in need of assistance which may include:
 - i. The contact information of University personnel (including SECURITY 3717) in the event of an emergency and a reference to the Security Department's Emergency procedures and all other applicable University Policies,

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- ii. Any specific or particular information concerning emergency procedures applicable to the building or location in question, e.g. locations of exits, safety equipment, and contact personnel.
- g. The health and safety precautions the person must take when using the premises;
- h. The required safety training that must be followed by persons using the premises after hours;
- i. Specific procedures pertaining to the safe use of laboratories after hours and hazardous materials therein;
- j. The appropriate after-hours entrance and exit procedures from the premises (doors to be used, sign in/out sheets, etc);
- k. Information concerning the presence of and use of security alarms and the requirements of the person using the premises to re-set the alarms after use, as applicable;
- l. The procedures associated with obtaining and returning the necessary keys and/or keycards;
- m. The possible consequences, of non-compliance to the applicable policies, procedures and legislation including but not limited to the immediate removal from the premises and/or cancellation of privileges;

Obligations of the persons using the premises after hours

- 10. Persons using premises after the normal hours of operation and/or alone or in isolation are expected to:
 - a. Take all reasonable steps to protect the health and safety of themselves, their colleagues and other members of the University Community;

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- b. Comply with all relevant University policies, Codes, regulations, governmental standards agencies and other competent authorities respecting environmental health and safety;
- c. Carry and present to Security upon request University-issued photo-identification, access key(s) and/or magnetic keycard corresponding to the usual office or other work area(s) ;
- d. In the case of a contractor or other non-member of the University Community, carry the documentation required by Security and/or the department granting access;
- e. Consult a supervisor or instructor as to the safety and/or the necessity of performing any hazardous task or operation after hours and refrain from performing such tasks or operations if they cannot be performed in complete safety;
- f. Be familiar with and follow emergency procedures and unit safety instructions;
- g. Participate in all required training sessions associated with the use of the premises after hours;
- h. Immediately report all injuries, incidents and dangerous conditions to Security including any accident or emergency involving hazardous substances and comply with all other University policies related to such emergencies;
- i. Refrain from admitting any unauthorized person(s) to the premises

Communications and Training

- 11. It is the responsibility of departments, with the support of Security and Communications, to ensure that procedures and guidelines concerning the present policy are updated annually and that such information is communicated to all members of the University community affected by the present policy.

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12. It shall be the role of EH&S to assist the departments in the establishment and implementation of all procedures and required training pertaining to the use of the premises after the normal hours of operation and/or alone or in isolation.
13. The Director of EH&S shall have authority to verify and audit each department's procedures for after-hours access are complete and in compliance with the applicable policies, codes and legislation.
14. It shall be the role and responsibility of each and every student group to, annually, provide safety and emergency orientation to all student members of such groups. Such information shall include information concerning the present policy.
15. The Dean of Students shall assist the student groups in the preparation and delivery of the information to be provided to student members.

Security

16. Departments shall forward to Security the names of all persons or groups of persons, other than faculty, staff and graduate students, authorized to have access to the premises after hours. Such information must include the following:
 - a. name and ID of authorized person and the office, area or work space where the person is authorized to be;
 - b. identify all buildings, locations and/or departments concerned;
 - c. list/describe access restrictions;
 - d. departmental contact information in case of emergency;
 - e. all other necessary information.
17. Security shall grant access to the premises to all persons who have obtained authorization from a department.

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18. Security personnel shall verify the identification of all persons presenting themselves for access to University premises after hours and shall ensure that, when applicable, the authorized person(s) have and present the relevant key and/or keycard for the office or space in question. Security shall have final discretion and authority to refuse entry to all persons lacking proper authorization, identification and/or keys.