



## Working in Isolation Request Form

Employee or student permitted to work alone:

Employee Title:

Task(s) the individual will be performing:

When will the isolated work be conducted:

- Normal Business Hours (M-F 7:45am-4:30pm)
- After Hours (M-F)
- Weekends

Isolation Work Start Date:

Isolation Work End Date:

### UW Oshkosh Checklist

As the supervisor, I verify that I:

1. Ensure individuals enroll in the Titan Alert for their campus on the UWO Mobile app to receive emergency notifications (tornado warnings, building gas leaks, active shooter, etc.) from University Police or area emergency management.
2. Ensure individuals register their phone with the UWO Mobile Work Alone.
3. Recommend that individuals designate someone to expect them back home at a certain time.
4. Review department-specific locations of safety equipment in the area the individual is working (fire extinguishers, eye wash stations, severe weather shelters, first aid kits).
5. Review procedures on how to submit General Incident and Workers' Compensation reports if an injury or property damage occurs.
6. Ensure the individual working in isolation is familiar with the yellow Emergency Guidebooks located in labs, shops, classrooms, main department offices, and reception areas.
7. Review the work procedure with the individual—this includes PPE requirements.

## System Policy Checklist

As the supervisor, I verify that I:

1. Conducted a hazard assessment.
2. Implemented procedures and corrective actions to eliminate, minimize, or control hazards when individuals are working in isolation.
3. Assessed and documented the requirements for emergency equipment, emergency aid, and a means of obtaining emergency assistance based upon the nature and degree of the exposure to the hazard.
4. Ensured emergency aid and communications systems are available and compatible with work assignments.
5. Ensured a point of contact is aware of the individual's location and the timeframe they will be at the location while working alone.
6. Ensured the individual understands and is fully trained on emergency procedures.
7. Educated and trained (document training) the individual on all safety procedures, practices and protocols
8. Evaluated safety measures on a regular basis to ensure that the practices are applicable, effective, compliant and in consideration of any new changes in work tasks or operations.
9. Ensured incidents and injuries are reported immediately to the person in charge of the work.
10. Ensured all incidents are investigated, corrective action taken when necessary and documented.
11. Developed a system, such as after-hour permits or permission forms for undergraduate students, to prevent untrained persons from gaining access to laboratories and other hazardous locations within campus buildings.

Supervisor Name:

Supervisor Signature:

EHS Manager:

EHS Manager Signature: