|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Undergraduate Working Alone Approval Form | | | | | |
| Undergraduate Student Name |  | | Location(s) | |  |
| Brief description of work to be done by the student in the lab and hazards associated with the work: | | | | | |
|  | | | | | |
| Risk assessment of doing this work alone safely:(include any restrictions, controls required, or additional training needed) | | | | | |
|  | | | | | |
| This student may work alone on activities described above, per the risk assessment above, for the following dates: (Could be specific dates or an extended period, e.g. a semester) | | | | | |
|  | | | | | |
| Signatures | | | | | |
| Principal Investigator: | |  | Date: |  | |
| Undergraduate Student: | |  | Date: |  | |
| EHS Coordinator: | |  | Date: |  | |

Submit signed form to EHS Coordinator.

**Any change in location, conditions, or dates should be noted by amending this form.**

All signatories must initial any amendment (or a new form may be issued).

**MIT Policy, Taken From the Mechanical Engineering Chemical Hygiene Plan:**

**3.2.3 Working Alone**

**As a practice, working alone** with hazardous materials, equipment or otherwise working under conditions that may create the risk of serious injury (hereafter referred to as hazardous conditions) **should be avoided**.

Anyone at MIT (faculty, staff, students, and visitors) who works with (or intends to work with) potentially hazardous conditions (in any location, i.e. laboratories, shops, field work) that may result in immediate injury or serious harm must discuss this activity with their Principal Investigator (PI) or supervisor prior to conducting the work alone and determine that the risk of working alone is controllable under the specific conditions established by the PI or supervisor for the work. If the PI or supervisor determines that the risk cannot be minimized to a controllable level, then the individual should perform the work only when others are present or a suitable alarm device that is available that will summon help immediately.

Furthermore, **undergraduates** shall not work alone with hazardous materials, equipment or operations that can result in immediate injury or death without prior written approval from the immediate PI or supervisor. Written approval should only be granted after the risk assessment is performed and reviewed by the PI or supervisor with the individual. This policy states the minimum requirements for working alone across the Institute and supersedes any less restrictive policy or procedure.

Specific Working Alone policies from Institute Committees or individual DLCs or individual PIs or supervisors that are more restrictive shall take precedence.

Guiding Principles In Support of MIT’s Working Alone Policy can be found on the EHS web site <http://ehs.mit.edu/site/content/mit-working-alone-policy>