

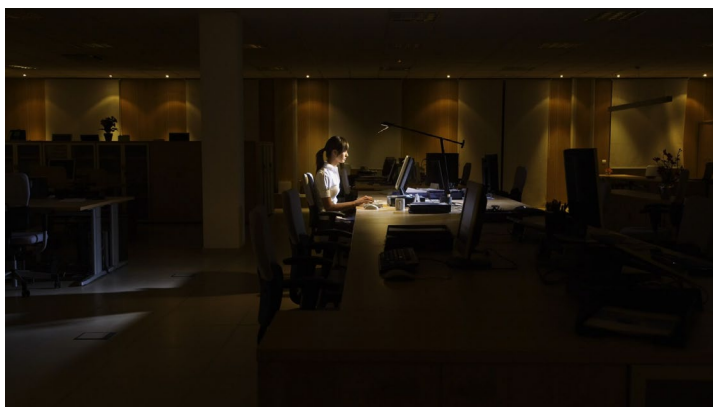
Working or studying alone

Do you work or study alone on campus? Your health and safety are priorities at CapU and part of keeping you safe is understanding where you are, what you're doing and the things that could potentially harm you in the process. It sounds a bit like "big brother", *but if we don't know that you're here - we can't help you if you need it!*

What is working/studying alone?

Working or studying alone means that you are on campus (or somewhere under the responsibility of CapU), in circumstances where assistance would not be readily available in an emergency or if you become injured or ill. For example:

- Working/studying on campus or in isolated parts of the campus when no one else, or few others are around
- Arriving to campus early or staying late
- Travelling between campuses or elsewhere on behalf of the University
- Doing work in remote areas of the campus (on roofs, in mechanical spaces)
- Walking between buildings and parking lots in the dark



What can you do to stay safe when working or studying alone?

- Where possible don't work or study alone, plan to study with a friend or talk to your supervisor about assigned lone work!
- Have a plan! Create a check-in plan with your supervisor, instructor or campus security (604 984 1763) that includes check-in intervals and what to do if you don't check in as planned
- If you are travelling for the University you need a plan! It should include your travel itinerary, an assessment of potential hazards along the way and a check-in interval
- Let your instructor, supervisor and security know if you will be on campus before or after typical business hours (approximately 8am -5pm)
- Do not undertake high hazard activities when you are alone (working from heights, using power tools, etc.)
- Use the Working Alone, Safe Walk or Friend Walk functions on the CapU Safe app as a part of your work alone/check-in plan
- If you drive, park as close as you can to the building you work or study in the most

Safety is a priority at CapU! Do your part by completing your tasks in a manner that doesn't put yourself, others or the environment at risk. **Never walk past an unsafe act or condition** and if you see something that can't be corrected right away, secure it and inform your supervisor and the safety department.