

## Lone workers in EPFL outposts

Persons are called "alone" at work when they are on their own, when they cannot be seen or heard by other people. The lone worker cannot be rescued immediately after an accident or when he finds himself in a dangerous situation. Such isolated activity is not permitted if it could result in an injury requiring the immediate assistance of a third party.

In the EPFL Neuchâtel building (Microcity), employees working in cleanrooms, in the nano-zone or in other potentially dangerous laboratories must comply with the following directives:

### During office hours

- Monday to Friday from 08am to 05pm

Preferably, never work alone in these laboratories.

If it is not possible to be accompanied, tell a colleague who can check regularly that everything is fine.

Work with hazardous chemicals must be done with great care and always in eye contact with a third party. In case of doubt, please contact Mr. Peter van der Wal who can explain you the specific dangers of the products you plan to use.

### Outside office hours

- Monday to Friday before 08am or after 05pm
- Weekends
- Public holidays

Any work in the laboratories requires the prior agreement of the head of the unit (the professor) and the person in charge of the concerned equipment.

Activities that could result in an injury requiring the immediate assistance of a third party are not permitted. This is particularly the case for activities involving hazardous chemicals, e.g.: hydrofluoric acid (HF), nitric acid (HNO<sub>3</sub>)

### The employees must comply with the "LONE WORKER" procedure for the outposts:

- Contact the Centralized Control Centre (PCC) by telephone: 021 693 4000 before starting work
- The following information should be provided to the PCC:
  - The name of the person working alone
  - The laboratory number
  - The scheduled working hours
  - A fixed telephone number, usually the laboratory one
  - A second telephone number, preferably the employee's mobile phone
- Every hour the PCC will call the employee to make sure that everything is going well.
  - If the employee does not answer, a call will be made to the second phone
  - In case of non-response, the PCC will engage the official emergency services via 144

**Attention costs related to a false alarm will be charged to the concerned laboratory**

**We count on you for the safety of all**

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