FAQ'S: CALTECH WORKING ALONE IN A LABORATORY POLICY

1) *If researchers are working alone, do I automatically need to do a Communication Plan?*
   NO. A Communication Plan is not required just because researchers work alone. The need for a Communication Plan is at the discretion of the PI/Faculty of the lab based on their assessment of the tasks being performed in the lab.

2) *How do I determine if my lab needs a Communication Plan?*
   We recommend reviewing all SOPs, equipment, agents, procedures etc. and determining if an incident involving those things has a risk of impairing someone from getting help (see the RATIONALE section of the policy). If so, then a Communication Plan for those activities carrying that risk should be implemented.

3) *Is a Communication Plan required for the Prohibited Working Alone activities or hazardous materials?*
   NO. A Communication Plan is not required for the Prohibited Working Alone activities/hazardous materials. Working alone for those activities, personnel, and hazardous materials under this section of the policy are not permitted. These activities require having at least one other person within sight or earshot to carry out this work.

4) *If working alone with equipment that is energized and exposed with voltage >50V is prohibited, does that mean I cannot work alone with any electrical equipment since wall outlets are >50V?*
   NO. This does not prohibit the use of all electrical equipment with voltage >50V. The prohibition is for equipment that is energized AND exposed. This means that the wiring or electrical elements of the equipment are uninsulated while the equipment is energized.

5) *For the Prohibited hazardous materials, what does "using" a hazardous material mean?*
   In the context of the Rationale provided in the Policy, we interpret "using" hazardous materials to mean a person directly handling the material.

6) *Where do I send the completed Communication Plan for the required review?*
   Check with your Division on how they want to participate in this process. Some Divisions require that Plans be sent to the Division so that the Division Safety Committee can review (CCE). The Policy also allows EH&S to review Plans, which can be sent to safety@caltech.edu.