Working Alone Decision Tree

Follow this decision tree to determine if working alone in a laboratory is allowed, restricted, or prohibited

START Are you planning to work in a lab or machine shop when no one else is in direct line of sight or within earshot?

1 Are you a minor, intern, volunteer, or other individual identified by the Faculty/PI as someone not allowed to work alone?

- Yes → **STOP! Working alone is not permitted.** Must have another person within sight or earshot
- No ↓

2 Are you working near or on energized AND exposed electrical equipment >50V? *

- Yes → **STOP! Working alone is not permitted.** Must have another person within sight or earshot
- No ↓

3 Are you working with machine shop equipment?

- Yes → **STOP! Working alone is not permitted.** Must have another person within sight or earshot
- No ↓

4 Are you working with:

- Pyrophoric chemicals
- Hydrofluoric acid
- Potential explosives
- Highly reactive material
- Acutely toxic gases

- Yes → **STOP! Working alone is not permitted.** Must have another person within sight or earshot
- No ↓

5 Has the Faculty/PI/Division restricted working alone with this activity, equipment, or material?

- Yes → **Restricted**
  Working alone is not permitted unless the Faculty/PI has provided written approval and established safeguards
  Buddy System OR Communication Plan

  6 Has your PI signed off on the plan?
  - No → back to **STOP! Working alone is not permitted.** Must have another person within sight or earshot
  - Yes → **Working alone is permitted, with the approved plan**
- No → **Working Alone Permitted**

* Refer to the Caltech Electrical Safety Awareness Program: safety.caltech.edu/documents/30775/Electrical_Safety_Awareness_Program.pdf