



**Karolinska
Institutet**

Rules for working alone

Ref.no 1-714/2018

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Handled by office/unit: HR office		Prepared together with: Work environment committee, the trade unions and the Education support office at KI.	
Revised concerning: Template, traceability and legal requirements.			

Rules for working alone

Purpose

Firstly, minimizing the occurrence of working alone at Karolinska Institutet (KI) and, in the alternative, preventing the risks that may be connected with working alone that has been assessed as necessary in the activities.

Scope

The present rules include all who work or study at KI.

Starting point

Working alone shall be limited and, if possible, avoided completely. *Working alone means work performed by co-workers/students in a physical and/or social isolation from other people. Physical isolation means that the person can not connect with others without using technical devices for communication. Social isolation means that the person can not count on other people in critical situations or risk situations due to working conditions* (obtained from AFS 1982:03 Working alone).

If working alone can not be avoided, the manager/head of department (see below) is responsible to carry out a risk assessment together with a safety representative and the involved co-worker/student. The risk assessment shall, inter alia, provide concrete measures that need to be implemented to ensure that working alone can be carried out safely.

If working alone is to be allowed, the risk assessment must demonstrate that acceptable mental and physical safety can be obtained without the presence of another person during the work/studies. The risk assessment must be documented in writing.

In the case of laboratory work, in particular, appropriate emergency preparedness shall be provided.

Responsible manager (for co-workers) and the head of department or the person the head of department has delegated to (for students):

- shall initiate, implement and document a risk assessment together with the safety representative and involved co-worker/student and take the necessary measures,
- shall prepare contingency plan: "If something happens",
- shall ensure that education and information are given to minimize accident risks,
- shall follow up on preventive measures taken if working alone must occur.

Responsibility for the co-worker/student:

- follow the routines drawn up after the risk assessment,
- use special protective gear or work equipment if the risk assessment shows that it is necessary,
- participate in education and learn information provided to minimize accident risks.
- in case of incidents, co-workers shall report this to their immediate manager and students shall report to the person responsible for the part of the course.

Applicable laws and provisions

Work Environment Act and the Work Environment Ordinance

AFS1982:03 Working alone

AFS 2001:01 Systematic work environment management

AFS 1993:02 Violence and menaces in the working environment

AFS 2011:19 Chemical hazards in the working environment

AFS 2018:04 Infection risks

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