

# Working alone

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The risks attached to the work being done in the Faculty may vary, depending on the nature of the activities, the work environment and the time. The 'Working alone' regulation indicates under what conditions working alone is or is not allowed in the FSE buildings.

Working alone is acceptable to a greater or lesser extent, depending on the risk level of the work and of the environment. This varies from:

- working out of earshot and sight of others (Working alone)
- working within earshot and sight of others

For offering help as well as for keeping control, the mutual supervision by colleagues of work with an increased risk level is extremely important.

Normal working hours are on working days between 7 a.m. and 8 p.m (with the exception of public holidays). Outside these hours only partial support by reception, security or technical support staff can be provided or no support at all. In addition, certain building facilities, such as lighting and ventilation, are reduced to a minimum outside these hours. These circumstances may lead to an increased chance of accidents with fewer possibilities to be able to control the consequences. This is why there are more conditions attached to working outside normal working hours than to working within normal working hours.

Work with an 'increased risk level' may only be conducted on working days between 8 a.m. and 5 p.m., which corresponds to the optimum staffing of the in-house emergency services.

Work outside normal working hours may only take place after the manager has given permission. During these working hours only activities with a 'negligible risk level' (level 1) or 'limited risk level' (level 2) may be carried out.

## Contents

1. ['Working alone' regulation](#)
2. [FSE-presence](#)
3. [Criteria for working when others are absent](#)

## 'Working alone' regulation

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- 1) Work must be planned within normal working hours as much as possible.
- 2) The manager must ensure that the work environment is sufficiently safe to work alone in and/or outside normal working hours.
- 3) Working alone and/or outside normal working hours is only allowed if the manager has given permission taking into account the criteria in table 1 and an estimation of risks according to the examples in table 2.
- 4) A safe situation for working alone satisfies the following criteria:
  - a) it must be possible to reach safety under any circumstances and without aids
  - b) a telephone must be available in the workplace to be able to report an accident (the staff member must be familiar with **8050**)
  - c) it must be possible to quickly reach a fire alarm button to activate the alarm
  - d) the staff member must be familiar with the workplace and the workings of the emergency facilities.
- 5) In the event of a calamity, for instance a fire, it must be known where everyone in the building is located. Therefore presence outside normal working hours must be registered in the special registration programme *FSE-presence* (<https://fse.webhosting.rug.nl/prod/presence/> or app for Android and iOS smartphones).
- 6) Incidents that occur must always be reported to the manager and to the Health, Safety and Environment department.
- 7) The following target groups will be denied independent access to the FSE buildings outside normal working hours:
  - a) persons with health risks, for instance persons suffering from epilepsy or using medication that affects their reactions
  - b) students (with the exception of Master's students who are in their research phase)
  - c) staff members with insufficient training or experience (to be assessed by the manager)
  - d) foreign visiting staff.

## FSE-presence

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Outside normal working hours and on public holidays, there is no or only partial support from security, reception, in-house emergency services and technical support in your building. In the event of a calamity at these times, it is important for your safety that the fire department and/or emergency services can trace everyone in the building. Consequently registration in *FSE-presence* is compulsory when present in the FSE buildings outside normal working hours.

Managers must inform their staff about the use of FSE-presence when they give permission to work outside the normal working hours.

You can use FSE-presence in two ways: by the use of a web portal, or the use of an app for Android and iOS smartphones.

## Web portal

Log in to <https://fse.webhosting.rug.nl/prod/presence/> and enter the starting time and ending time together with your personal phone number and room number of the workplace.

## App

An app for the use of FSE-presence is offered for users of Android and iOS smartphones.

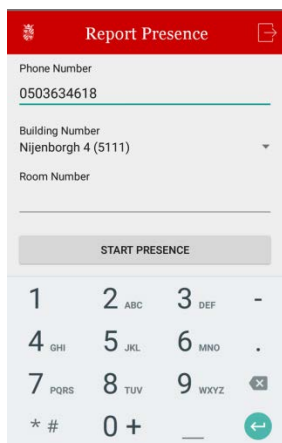
## Installation



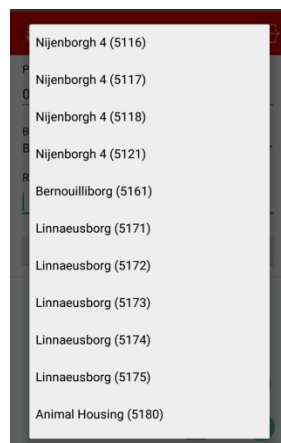
Search in Playstore or the Appstore for FSE-presence and install the app on your phone.

## Use

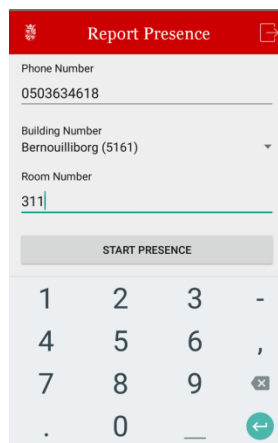
The FSE-presence app is easy to use. Registration takes just 4 simple steps:



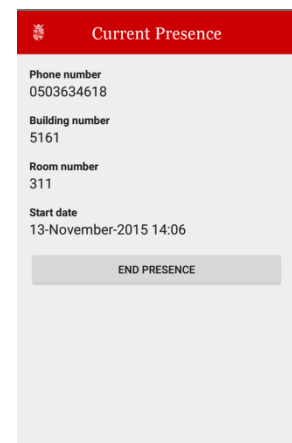
1. Register your phone number (you only have to do this once)



2. Select your building wing



3. Register your room number



4. Once you have activated the 'Start Presence' button, your registration details will appear on the screen

When you leave the building, simply log out with the 'End Presence' button.

The FSE-presence app will send you a notification to log in or out using your GPS location.

## Criteria for working when others are absent

Remember normal working hours are 7 p.m. – 8 a.m. on working days

Table 1

Risk level		Times	Rule
Level <b>3</b>	High risk	5 p.m. – 8 a.m. + Sat.-Sun. and holidays.	- <b>No activities allowed</b>
		8 a.m. – 5 p.m. (Mon.-Fri.)	- Within earshot and sight of others
Level <b>2</b>	Limited risk	outside normal working hours	- <b>Within earshot and sight of others</b> - <b>Register in FSE-presence</b> <a href="https://fse.webhosting.rug.nl/prod/presence/">https://fse.webhosting.rug.nl/prod/presence/</a> - Being reachable by mobile telephone <b>call (050-363)8050 in an emergency</b>
		during normal working hours	- Within earshot and sight of others
Level <b>1</b>	Negligible risk	outside normal working hours	- Working alone allowed - Register in <i>FSE-presence</i>
		during normal working hours	- Working alone allowed

Table 2

Classification of activities according to risk level (examples)	Risk level
<ul style="list-style-type: none"> <li>- Use of explosives, strong acids, very toxic or intoxicating substances</li> <li>- Working with gases that displace oxygen (asphyxiant <i>gases such as</i> nitrogen, carbon dioxide, helium) in small rooms <u>without</u> oxygen detector</li> <li>- Working in closed and badly ventilated rooms (i.e. cold storage facilities, environmental chambers) <u>without</u> surveillance</li> <li>- Working with parts / devices carrying high voltage</li> <li>- Working on the roof</li> </ul>	<b>3</b>
<ul style="list-style-type: none"> <li>- All laboratory work <u>not classified as belonging to risk level 1 or 3</u></li> <li>- Working with machines in the workshop</li> <li>- Logistics of chemicals and (cryogenic) gases</li> <li>- Maintenance of <i>building services</i> like heating, ventilation, air-conditioning, data, telecommunication, hot water</li> <li>- Working on scaffolding, ladders or steps</li> </ul>	<b>2</b>
<ul style="list-style-type: none"> <li>- Administrative work</li> <li>- Visual control</li> <li>- Microscope work</li> <li>- Observation activities</li> <li>- Manual work (without the use of machines)</li> </ul>	<b>1</b>