


NTNU	<b>Guideline for working alone</b>	<b>Faculty for Natural Sciences</b>		
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HSE		Date	20.04.2021	ePhorte 2021/22053
		Replaces	01.03.2018	Approved by Dean

### ***Purpose***

The guideline shall ensure that all units at the NV Faculty have routines for working alone that meet the [Working Environment Act's \(WEA\) requirement](#) for a fully satisfactory working environment and assessment of risks related to working alone. The guideline applies for work in laboratory and workshop areas and during fieldwork. It does not apply to office work.

### ***Roles and responsibilities***

**The head of department/line manager** shall ensure that the necessary routines have been established and they are responsible for ensuring that the unit's practice for working alone complies with the applicable requirements.

**Supervisors** (all managers including supervisors) are responsible for ensuring that current routines for assessing and performing work alone are carried out for the employees/students they lead or supervise ([WEA §2-3\(3\)](#)).

**All employees and students** have an independent responsibility to comply with the routines for working alone.

### ***Risk assessment of working alone***

The guideline covers all work carried out in conditions where there may be a risk that the employee/student will not receive critical assistance in the event of an accident. This also applies within ordinary working hours.

It is a general requirement that activity should be [risk assessed](#). For the assessment of working alone, the following applies:

- Risk assessment shall form the basis for assessing whether an activity can be carried out alone, and which safeguards are necessary.
- The risk assessment shall clarify whether the activity may entail a risk of acute injury, needing assistance/medical treatment.
- If the risk assessment shows that there is a risk of such accidents:
  - Working alone should only be carried out when the risk assessment documents that it is fully justifiable. This means, among other things, that the necessary assistance is available.
  - An alarm for summoning assistance (working-alone-alarm, WAA) shall be used as a consequence-reducing measure where available.

### ***Routines for working alone***

All units shall have routines that meet the requirement for assessment of special risks associated with working alone. Review of these routines shall be included in the unit's HSE training.

For those units that have introduced WAA, there should be clear routines for when this alarm shall be used. The use of WAA shall be included in the unit's general routines for working alone.