

Guidelines for working alone

The guidelines apply to all those who work alone in laboratories and workshops in the buildings of AU Roskilde

On weekdays in the period from 07:00 to 17:00, there is no need to make arrangements, as other colleagues are likely to hear a cry for help and are able to quickly come to the rescue.

To the extent it is possible, work should be planned so that it can be carried out in the period 07:00 – 17:00.

If you are working with heavy machinery or hazardous chemical/processes outside normal working hours (07:00 -17:00), at least 2 people must be present.

When working outside the period 07:00 -17:00 on weekdays or during the weekend, where a colleague is also at work

Make arrangements with your colleague that you check up on one another in one of the following ways:

Inform your colleague which laboratory number and building you are working in.

The colleague, who is also at the workplace, will stop by at set times - e.g. at. 12:00 – 15:00 – 18:00 – 20:00 o'clock, or arrange to meet up for lunch/dinner/coffee to ensure that you are both OK.

If you do not show up at the agreed upon time, your colleague must contact you by telephone (remember to exchange phone numbers). In the event that it is not possible to make contact, the colleague must look for you and, if necessary, call for assistance.

The phone number for the gate keeper: 46 77 44 44

If you are alone in the workplace and are working outside the period 07:00 -17:00 or on weekends

You must make arrangements with a colleague to have phone contact at agreed times, e.g. 12:00 – 15:00 – 18:00 o'clock.

You also need to provide the room and building number where you are working so that emergency response can find you more easily.

If the colleague cannot reach you by phone, they must try again (2-3 attempts). If no contact can be established, the colleague is obligated to go to the workplace to look for the employee or call for help.

The phone number for the gate keeper: 46 77 44 44

Let emergency response know in which room and building work is being performed.

You should also contact your colleague when the working day is over, so that they know that you have left the workplace and are ok.

It is not permitted to spend the night in the university buildings