

September 25, 1998

**To : All Staff, Researchers, Supervisors & Students**

**UNIVERSITY of TORONTO  
Department of Civil Engineering  
Environmental Laboratories**

**After Hours Policy**

In conjunction with the University's policy of providing a safe environment to staff and students (under the Occupational Health and Safety Act) it is recommended that the policy be followed by students who wish to work "After Hours".

Students and researchers are responsible for conducting themselves in a manner that is consistent with the health and safety of themselves and others.

For personal safety and protection, researchers working in the GB 417/420 complex outside normal university operating hours of Monday to Friday, from 8:00 a.m. to 4:30 p.m., are expected to follow the "buddy system".

The researcher and the "buddy", who is also in the building, must agree to check in on each other at prescribed intervals.

For relatively non-hazardous situations, telephone contact every 30 minutes to one hour is sufficient. If the work involves significant hazards (acutely toxic, highly flammable, or unstable chemicals) the researcher and buddy must be in the same laboratory.

The researcher should consult with their supervisor as to the nature of their work. The supervisor will then in turn make recommendations on the matter.

Researchers are then required to abide by the rules recommended by their supervisor.