



5. Unattended Operations

BACKGROUND

While it is discouraged, there are times when equipment and experimentation must be left unattended. In this laboratory, unattended operations **are / are not** permitted.

CHOOSING WHAT CAN BE UNATTENDED

When choosing which experiments can be left unattended, consider the following:

- What would be the result if there was a power outage?
- What hazard would result if the fume hood shut down?
- What might happen if the ventilation for the room was not functioning?
- Does leaving this experiment alone put others at risk?
- What would happen if the building were evacuated because of fire?
- What would happen if you were delayed in returning?
- Are there other conditions / events that could affect this experiment?

SECURING UNATTENDED OPERATIONS

If unattended operations are permitted, there are several steps you must take to secure your experiment prior to leaving it alone:

1. Ensure that there is no danger to the immediate vicinity if the materials are left unattended.
2. Notify others in the lab and in adjacent areas that you are leaving materials unattended.
3. Put containment around your experiment so that any materials that leak or escape are contained.
4. Post 2 signs:
 - a. **Notification Sign:** for the outer door. Used to alert Security that there are unattended operations inside. This sign will help Campus Security to respond appropriately if the laboratory ventilation fails.
 - b. **Detailed Unattended Operations Sign:** post near the unattended operations inside the lab. Campus Security will use this information to reach you during an emergency situation.
5. Notify campus security (security.ubco@ubc.ca) of time periods when unattended operations are occurring.

*FAILURE TO POST APPROPRIATE SIGNAGE MAY RESULT IN DAMAGE TO UNIVERSITY
PROPERTY, INJURY, OR DEATH.*

PRINCIPAL INVESTIGATORS ARE RESPONSIBLE FOR ACTIVITIES WITHIN THEIR LABS



a place of mind

Warning – Unattended Operations

The following unattended operations are ongoing:

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The hazards of these operations are:

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To shut down or clean-up this material, follow this procedure:

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For further information contact the owner of the experiment:

Name: _____ Contact: _____

Or the Principal Investigator of this lab:

Name: _____ Contact: _____

Call 78111 or 250-807-8111 in case of Emergency



WARNING UNATTENDED OPERATIONS INSIDE LAB

Check off the type of operation:

High Risk There is a high risk of emission of toxic, flammable or hazardous materials if fume hood or laboratory ventilation fails

Moderate Risk There is risk to equipment or experimentation if fume hood or laboratory ventilation fails, but it does not create a safety hazard

Limited Risk There is no risk to personnel, equipment or facilities if fume hood or laboratory ventilation fails

Start Date: _____

End Date: _____

Email Campus Security at security.ubco@ubc.ca with the above information