



# Institute Buddy System

The Buddy System is designed to ensure the safety of individuals working alone in labs/studios after hours, especially when hazardous chemicals or situations are present. A hazardous chemical or situation is one that may pose a threat to human health or physical safety.

A Buddy is someone who meets the following requirements:

- Has taken applicable safety training for the area, when the buddy is in the room with the student or employee while he/she is working,
- Is preferably a RIT student, faculty or staff member,
- Is available and able to be in communication or in the room for the duration of the time the individual will be working alone, and
- Knows the number for RIT Public Safety and knows to call if a situation should arise, such as loss of contact with the individual working alone.

If the buddy will not be in the room with the individual working in the lab, the following information must be filled out on a sign-in sheet:

Date	Name of person working in the lab	Contact Info (Phone or email)	Time In	Time Out	Contact Info for Buddy (Phone or email)

Options for sign in sheets:

- Door Hanger
- Plastic sleeve outside of door on wall
- Designated sign-in area with sheet (See Above)
- Designated "Buddy System Area" sign
- Online form

Rochester Institute of Technology

Environmental Health & Safety Department

Phone: 585.475.6270 ♦ Fax: 585.475.2966 ♦ Website: <http://www.rit.edu/fa/grms/ehs/>



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## BUDDY SYSTEM PROCEDURES:

If your work requires a buddy, you must:

1. Identify which tier your work falls under, using the requirements in Table 1.
2. If you are not working directly with any of the hazards listed, you fall into Tier 4. A buddy is recommended.
3. Determine who your buddy will be and notify them of: the building and room number you will be in, the materials/equipment you will be working with, associated hazards, and the time period during which you will be working.
4. If the buddy is not required to be in the room with you (Tier 2 & 3), set up a communication schedule and check in with your buddy on a pre-established, periodic basis (via phone call, text, or email, etc.).
5. Ensure the buddy has your contact information and the contact information for Public Safety. Instruct your buddy to contact Public Safety immediately should a scheduled check-in be missed and you cannot be reached.
  - a. RIT Public Safety ~ Phone: 585-475-3333 or Text: 585-205-8333
  - b. Provide your name and location
  - c. Contact your buddy prior to work to let them know you will be going into the lab/studio area, and let them know when you leave the area.

## Notes:

1. These are the minimum requirements for establishing a buddy system. Specific colleges/departments may be more restrictive with their process.
2. If you will be in a machine shop, working directly with and identified hazard, you **MUST** have a buddy. If you will be in a shop, but not working directly with any hazards, a buddy is recommended but not required. Follow the Shop Safety Buddy System Procedures.

Attachments: Table 1. Breakdown of Tiers and Associated Risk.

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