**UVic Laboratory Working Alone: Check-in Form**

This form is intended to document multiple working alone sessions for one lab personnel, following the protocols outlined in the [UVic Laboratory Working Alone Guidelines](https://www.uvic.ca/ohse/assets/docs/laboratory/uvic_laboratory-working-alone-guidelines.pdf). Documentation and record keeping is the responsibility of the lab personnel, including recording check-in times and initialing that all check-ins were completed for each working alone session. Completed check-in forms should be maintained in the lab in an accessible location for the supervisor’s review and records.

**Lab Personnel Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check-in Designate Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building and Room Number(s)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Session Date**  | **Start Time** | **End Time** | **Check-in Interval** | **Check-in Times** | **Check-in Method** | **Check-in Initials** |
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