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## Rules for Solitary Work

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**Handled by Department/Unit:** HR Offie

**Prepared with:** Work Environment Committee, trade unions, and the Department for Education and Research Support

**Revision regarding:** Document template, traceability, and legal basis

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### Purpose

Primarily, to minimize the occurrence of solitary work at Karolinska Institutet (KI), and secondly, to prevent risks associated with solitary work that are deemed necessary for the organization.

### Scope

These rules apply to everyone who works or studies at KI.

### Principle

Solitary work should be limited and, if possible, completely avoided.

*Solitary work means work performed by an employee in physical and/or social isolation from other people. Physical isolation means that the employee cannot contact others without using technical communication devices. Social isolation means that the employee cannot expect help from others in critical or risky situations due to working conditions (from Provision/AFS 2023:2 Solitary Work).*

If solitary work cannot be avoided, the responsible manager or head of department (as specified below), together with the safety representative and the concerned employee/student, must conduct a risk assessment. The risk assessment must result in concrete measures to ensure that solitary work can be performed safely.

If solitary work is to be permitted, the risk assessment must show that acceptable psychological and physical safety can be achieved without another person being present during the work/studies. The risk assessment must be documented in writing.

For laboratory work in particular, appropriate preparedness for accidents must be in place.

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## **Responsibilities**

### **Responsible manager (for employees) or head of department or delegate (for students):**

- Must initiate, conduct, and document the risk assessment together with the safety representative and the concerned employee/student, and take necessary measures.
- Must establish a contingency plan: "If something happens."
- Must ensure that training and information are provided to minimize accident risks.
- Must follow up on preventive measures if solitary work must occur.

### **Employee's/student's responsibility:**

- Follow the routines established after the risk assessment.
  - Use special protective or work equipment if the risk assessment indicates it is needed.
  - Participate in training and take part in information provided to minimize accident risks.
  - If incidents occur – employees must report this to their immediate manager, and students must report to the person responsible for the course section.
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## **Applicable Laws and Regulations**

- Work Environment Act and Work Environment Ordinance
- AFS 2023:2, chapter 6 - Solitary Work
- AFS 2023:1 Systematic Work Environment Management
- AFS 2023:2 Violence and Threats in the Work Environment
- AFS 2011:19 Chemical Work Environment Risks
- AFS 2018:4 Risk of Infection

For more information: [www.av.se](http://www.av.se)

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If you need this translation in a specific format (Word, PDF, etc.), or want help summarizing or adapting it for a particular audience, just let me know!