## LONE WORKER POLICY

<Organization Name> is dedicated to its employees' health, safety, and well-being, and will ensure that all necessary protections and procedures are in place to protect personnel who are required to work alone or in isolation.

DEFINITION

WorkSafeBC’s Occupational Health and Safety Regulation defines working alone or in isolation as working in circumstances where assistance would not be readily available to the worker in case of an emergency or in case the worker is injured or in ill health.

POLICY

**Employer Responsibilities**Whenever a worker is required to work alone, <Organization Name> shall:

* [Conduct an assessment](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionTitle:HazardIdentification) that is reasonable in the circumstances to identify, assess, and reasonably eliminate any existing or potential risks or hazards that may arise from conditions or circumstances of the lone work, with consideration to (But not limited to):
* The amount of time workers can expect to be working alone
* The time of day/night (and/or hours) a worker can expect to work alone
* Whether the worker has safe and appropriate access to the worksite
* Whether the worksite is arranged to allow the safe movement of people, equipment and materials
* Whether the worker will have access to ﬁrst aid equipment in the workplace
* Whether the worker has access to any safety equipment and are (is) trained on how to use it
* Communication between the worker and management/employer is available while they are working alone
* Access to 911, Fire, and other Emergency Services while working alone
* Fire extinguisher on hand
* First aid kit on hand
* Ensure an eﬀective means of communication has been established between worker and person(s) capable of providing immediate assistance to the worker in case of emergency.
* [<Organization Name> shall establish and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionTitle:Procedures)
* [The procedure for checking a worker's well-](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionTitle:Procedures)being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
* A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
* In addition to checks at regular intervals, a check at the end of the work shift must be done by the lone worker.
* [<Organization Name> shall provide all workers sufficient training](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionTitle:Training) and education prior to working alone as well as provide sufficient training to any person designated to check in on lone workers.
* <Organization Name> shall implement a [Violence Prevention Program](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionTitle:LateNightRetail) that includes policies and procedures to protect workers from the risks of violence in the workplace when working alone and/or working during late night hours.
* If applicable, <Organization Name> will establish and implement a written procedure to ensure the worker's safety in handling money, and,
* When a worker is assigned to work late night hours (any time between 11:00 p.m. and 6:00 a.m), the employer will ensure that there is limited access to the premises and/or the worker is physically separated from the public by a locked door or barrier that prevents physical contact with or access to the worker.
* <Organization Name> will keep detailed records of all training, equipment and work alone procedures
* All policies, procedures, and programs will be subject to review, annually or more frequently.

**Employee Responsibilities**

Employees who are working alone or in isolation shall:

* Participate in the risk/hazard assessment process and provide feedback as needed for developing work procedures
* Report the hours (time and number of hours) they will be working alone or in isolation to a designated person/management
* Follow the procedures established, including checking-in/check-out at agreed upon intervals
* Follow all health and safety rules, guidelines, and expectations
* Maintain regular contact with the designated person/management responsible for checking in with them
* Immediately report any health and safety accident or incident to the employer, the designated person/management, and emergency authorities, if applicable
* Behave in a professional, respectful, and courteous manner always when representing the organization, whether in person, by phone, email, or any other internet platform or communication channel
* Ensure all computers, phones, devices, and operating systems are set up according to the specifications of <Organization Name>
* Ensure all confidential or proprietary information is secured using appropriate security features such as closed internet connections, firewalls, encryption, or locked filing cabinets Employees must report any security breaches to their Supervisor immediately
* Ensure all physical property owned by <Organization Name> is maintained in good working order and notify management immediately in the event any equipment is broken, damaged, lost or stolen

Any employee who fails to comply with the responsibilities outlined in this policy may be subject to disciplinary action, including and up to termination of employment.

If there are any questions, concerns, or feedback regarding this policy or any of <Organization Name>’s procedures regarding lone workers, employees are encouraged to bring them up with their supervisor or [Insert Title/Name Here].