## WORKING ALONE POLICY AND PROCEDURE

The purpose of these procedures is to support the [Organization Name]'s Health and Safety Policy and to provide for the health and safety of [Organization Name] employees in Working Alone situations. These procedures set out the requirements for all those who may be in a situation where they are Working Alone, and the supervisory responsibilities and approvals required to ensure health and safety in a Working Alone situation.

DEFINITION

For the purposes of these procedures the following definitions apply:

**“Hazard”** means a situation in the Workplace that poses a level of threat to life, health, property or the environment.

**“Visitor”** means any person who is not a [Organization Name] Member and who has occasion, for any reason, to be present at any location owned, leased, rented or otherwise utilized by the [Organization Name].

**“Workplace”** means any location or facility owned, leased, rented or otherwise utilized by the [Organization Name] for the purposes of carrying out [Organization Name] activities, including any off-site location where authorized work is being conducted.

**“Working Alone”** means any work, research or scholarly activity, taking place in a location where, in the event of injury, health impairment, victimization or other foreseeable serious emergencies, immediate assistance would not be available to a [Organization Name] Member. Students are considered to be Working Alone when performing work, research, or scholarly activities assigned by an academic supervisor and/or to complete degree requirements.

SCOPE

These Procedures apply to all [Organization Name] employees performing work which meets the definition of Working Alone in the Workplace.

These Procedures do not apply to volunteers, Visitors and/or third-party contractors.

PROCEDURES

**General**

1. Working Alone is only permitted where it is in compliance with applicable legislation, regulations, policies and procedures.
2. Work will normally be scheduled, so far as it is practical, to avoid Working Alone situations. A [Organization Name] employee will not be assigned to Work Alone when a practical alternative exists.
3. Working Alone is prohibited without the prior approval of a supervisor.
4. All Working Alone tasks will take into consideration, and be performed in compliance with, any regulations, codes, policies or procedures that apply to the work to be performed or the environment of the Workplace where the work is to be done.

**Working Alone Safety Plan (Safety Plan)**

1. Where Working Alone is approved, the Supervisor, in consultation with the [Organization Name] employee, will establish a Safety Plan for each Working Alone situation. The Safety Plan must be in place prior to a [Organization Name] employee Working Alone and will include:
   1. Determination of the ‘risk level’ of the work, taking into consideration the Hazards associated with the work to be performed, and the environment of the Workplace where the work is to be done;
   2. The frequency and method of verifying the safety status of the employee Working Alone;
   3. The procedures to eliminate or minimize the identified risks;
   4. Methods for obtaining emergency assistance;
   5. Confirmation of the time periods and locations to which the Safety Plan applies.
2. Where Working Alone is required on a recurring basis as a result of the type of work, the Workplace and/or is done by multiple [Organization Name] employees, a single, common Safety Plan may be established for all [Organization Name] employees.
3. Copies of the Safety Plan must be signed by the Supervisor and the [Organization Name] employee. A copy of the Safety Plan must be retained by the Supervisor for reference in the event of a potential safety audit.
4. Where Working Alone is necessary on a regular basis, the Safety Plan will be reviewed and updated as necessary and at least once per year. Safety Plans must be updated whenever there are changes to the:
   1. [Organization Name] Member(s) involved;
   2. Applicable legislation and/or applicable regulations;
   3. Work activity; or
   4. Work activity; or
   5. The physical environment of the Workplace.