

Working Alone or in Isolation Employee Check Setup

This form establishes the parameters from which employee checks will take place, based on information determined in the Risk Assessment. Refer to the Procedure for Regular Employee Checks on Campus for directions on how checks are to take place and escalated if needed.

General Information:	
Employee's Name:	Employee's Emergency Contact Name:
Employee's Mobile Phone Number:	Emergency Contact Phone Number:
Work Information:	
Supervisor's Name:	Description of work performed, highest risk score from risk assessment:
Supervisor's Phone Number:	
Location of Where Work is Performed:	
Check-In Designate	
Name of Check-in Designate	Check-in Designate Contact Phone Number
<p>Method of Communication (<u>must be established in consultation with worker involved</u>):</p> <p><input type="checkbox"/> In Person (preferred) - Location for visual check in:</p> <p><input type="checkbox"/> Phone – Employee's phone number for call: – Check-in designates' phone number for call:</p> <p><input type="checkbox"/> Other Method – Specify the check-in method:</p>	
<p>Check-in Frequency established from the highest risk item in the Risk Assessment (<u>must be established in consultation with worker involved</u>):</p> <p><input type="checkbox"/> Beginning of scheduled shift each day (mandatory). Specific time: _____</p> <p><input type="checkbox"/> Low Risk. Every 4 to 8 hours. Exact interval: _____</p> <p><input type="checkbox"/> Moderate Risk. Every 2 to 5 hours. Exact interval: _____</p> <p><input type="checkbox"/> High Risk. Every 30 minutes to 2 hours. Exact interval: _____</p>	

Procedure for Regular Employee Checks

This procedure requires two-way communication between the worker and the check-in designate, meaning that the worker will attempt to contact the check-in designate at the predetermined times. Workers will contact the check-in designate at the predetermined time and through the predetermined method according to the written procedure.

1. **Within 5 minutes of the pre-determined time**, the worker will contact the check-in designate. If contact is not made, the check-in designate will attempt to contact the worker through the pre-determined method (leave a message if possible). *If contact is not established, proceed to next step.*
2. **Within 10 minutes of the pre-determined time** the check-in designate will make a second attempt to contact with worker. *If contact is not established, proceed to next step.*

Steps 3-8 are to be completed in immediate succession to each other.

3. The check-in designate will **immediately** contact UFV Campus Security Operations Center (SOC) at 1-855-239-7654 (local 7654). The check-in designate will provide SOC with the worker's name, location of work, phone number, last time of contact and potential hazards in the worker's area.
4. SOC will attempt to call the worker's mobile number (leave a message if possible). *If contact is not established, proceed to next step.*
5. *If the worker is working remote, proceed to the next step.* If the working location is on campus, SOC will visit the location of work to attempt an in-person check. *If contact is not established, proceed to the next step.*
6. SOC will notify the check-in designate that contact has not been established. SOC will notify the on-call Risk & Safety Department representative.
7. The check-in designate will contact the worker's emergency contact to verify that it is not a false alarm. This must be done carefully to not cause alarm. *If contact is not established, proceed to the next step.*
8. SOC will contact relevant non-emergency police department to check on the employee.
9. The supervisor and SOC will report all instances of Working Alone or in Isolation that escalates passed Step 3 of this process to EHS@ufv.ca

Each person below has participated in creating the working alone plan (Working Alone or in Isolation Person Check Setup Form) and reviewed and understood the Procedure for Regular Employee Checks on Campus.

Supervisor (Signature)

Supervisor (Print Name)

Worker (Signature)

Worker (Print Name)

Check-In Designate (Signature)

Check-In Designate (Print Name)