

Working Alone or in Isolation

Supervisor Sign off

Department:
Location (address):
Employee:
Duration:

The employee listed above has been identified as Working Alone or in Isolation. Please review the following with the employee, complete the form, sign and send to Risk & Safety, B122 or ehs@ufv.ca

Safety Procedures in Place to Minimize Risk:

Work Area:

- Work area assessed for safety hazards

<https://www.ufv.ca/media/assets/occupational-health-safety/ergonomics/Health-&Safety-Tips-for-Remote-Work.pdf>

Communications:

Establish Daily check-in protocol with employee:

- Method of check-in (eg. MS Teams, Telephone) :
- Intervals:
- End of shift mandatory check-in will occur at:

Escalation Procedure:

If the Supervisor cannot connect with the employee at the pre-determined check-in time, the escalation process is as follows:

Step 1: Supervisor to call employee's primary and secondary phone numbers. If there is no answer, the Supervisor is to leave a voice mail. If there is no response within 5 minutes, proceed to Step 2.

Step 2: Supervisor to contact the Director, Risk & Safety or Manager, Security: 1-855-239-7654 to inform that the employee is unable to be reached. After 5 minutes, the Supervisor is to proceed to Step 3.

Step 3: Supervisor to call the employee's emergency contact to inform that the employee is unable to be contacted. After 10 minutes, the Supervisor is to proceed to Step 4.

Working Alone or in Isolation

Step 4: Supervisor to contact Director, Risk & Safety or Manager, Security to update. After 10 minutes, UFV Risk and Safety will contact the Police Department (Non-Emergency) to check on the employee.

Documentation:

- Supervisor will complete WAOII Supervisor Checklist weekly and submit to Risk & Safety

Supervisor name	Signature
Employee name	Signature