

## WORKING ALONE OR IN ISOLATION (WAOII) PROCEDURE

### Working Alone or in Isolation Procedure:

1. Once an employee has been identified as working alone or in isolation, a Risk & Safety designate will reach out to the employee to conduct a risk assessment and provide an orientation outlining the check-in and escalation procedures.
2. The Risk & Safety designate will connect with the employee's Supervisor to review the Working Alone or in Isolation procedures for the employee.
3. The Supervisor and the employee will work together to establish a check-in process, determining the method of contact and frequency.
4. The Supervisor will complete the **WAOII Supervisor Sign Off form** and submit to [ehs@ufv.ca](mailto:ehs@ufv.ca). This form needs to be signed by both the supervisor and the employee.
5. The Supervisor will record the date, time, and method of every check-in on the **WAOII Supervisor Checklist** and submit the form weekly to [ehs@ufv.ca](mailto:ehs@ufv.ca).

### Escalation Procedure:

If the employee 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 them that the employee is unable to be reached. After 5 minutes, the Supervisor is to proceed to Step 3.

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

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

### Status Change:

If an employee's working alone or in isolation status changes, email [ehs@ufv.ca](mailto:ehs@ufv.ca) confirming they are no longer working alone.