



Working Alone Plan

HR Policy and Procedures Manual – Attachment 5.02

Worker's Name:					
Worker's Phone (Office):					
Worker's Job Title:					
Supervisor:					
Supervisor's Phone:		Office:		Other:	
Contact Person:					
Contact Person's Phone #(s):					
Department:					
Worksite:	Name:				
	Address:				
	Location:				

It is the responsibility of the supervisor to identify any hazardous agents or activities which arise from the conditions and circumstances of the worker's work.

It is strongly recommended that handling of hazardous substances or performing hazardous activities be prohibited when a worker is working alone.

Work involving entry into confined spaces must never be conducted alone.

What are the conditions or circumstances under which the employee is required to work alone:

Types of duties to be conducted stating limitations/prohibitions:

Identify hazardous activities the worker may perform while working alone (indicate "yes" or "no"):			
	Cash handling duties		Work with hazardous substances
	Heavy physical labour		Work with heavy machinery
	Use ladders, scaffolding		Work with high electric currents
	Work with animals		Work with power tools
	Work at isolated areas		Work with equipment under pressure or vacuum

Other Activities Not Listed Above:

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Personal protective equipment required:

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Is the employee trained in the proper use of appropriate personal protective equipment and work procedures (indicate "yes" or "no")?	
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Schedule for contacting the employee:

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Means of communication:

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Plan to assist the employee in case of an emergency:

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The working alone plan must be complied with by both the Employing Authority and the Employee. The working alone plan must be reviewed annually or more often if necessary. Records must be maintained of contact times and a check at the end of the work shift must be done.

Signature of Employing Authority

Signature of Worker

Date