

Working Alone Communication Plan

Employees who work alone in buildings must have a pre-determined Communication Plan with their supervisors.

Employee Name:	Employee #:
Site/Location:	Job/Position:

Checklist:	
Have you done a Hazard Assessment with your Supervisor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you read the Alberta OH&S guidelines (on website) for working alone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What are your primary hazards when working alone?	
Site Information:	
What hours are you permitted to be at your site outside of regular hours? N/A	
Are the doors automatically locked?	Times?
How do you identify if others are permitted to be in the site or if they are intruders?	
If there are others alone in the building, do you have a plan to check-in and let each other know when you are leaving the premises?	
Communication Plan:	
Do you have access to a telephone? <i>(Can be personal cell phone or school cell phone)</i>	
Describe:	Phone Number:
What if your cell phone battery is dead?	
Describe Plan:	
Who are you checking in with while working alone to ensure you are safe? <i>(Can be someone other than employer as long as the supervisor agrees).</i>	
Name:	Phone number:
If your check-in person cannot reach you, who do they contact first at EICS? <i>(Ensure this person is aware)</i>	
Name:	Phone number:
If you are injured at work while alone, who should you contact?	
Name:	Phone number:
If you need transport to a medical facility who do you contact? <i>(In emergency call 911)</i>	
In the situation of an unexpected intruder who do you call?	
Contact Information:	
Supervisor Contact Number:	

In case of an emergency call 911, pull fire alarm, or leave building and call for help.

Employee Signature:	Date:
Supervisor Signature:	Date:

Reference:

- AP404 Working Alone