



Working Alone Check-In Procedure For Office Work on Campus	
Policy: Occupational Health and Safety Policy	
Category: Administrative or Academic or Academic-Administrative	
Procedure Owner: Health Safety and Wellness	Effective Date: April 23, 2020
Procedure Administrator: Occupational Health and Safety Officer	Review Period: 2022
Associated Documents: The Occupational Health and Safety Program Manual, Hazard Recognition, Assessment and Control Procedure	

PURPOSE

An individual is “alone” at work when they are on their own and they cannot be seen or heard by another person. Working alone in certain situations can be hazardous and the risk depends on whether other circumstances are present such as location and the type of work (e.g. working alone in a laboratory with hazardous chemicals).

An individual working alone in an office on campus is considered a low risk working alone situation.

The following procedure is intended to help lone individuals stay safe while conducting office work on campus.

APPLICATION

This procedure applies when access to the main campus needs to be controlled as directed by RDC Executive.

This procedure applies to all lone individuals conducting office work on campus.

LEGISLATION

Part 28 of the Alberta Occupational Health and Safety Code (OHS)” states “a worker is considered to be working alone if they work alone at a work site where assistance is not readily available”.



SUPERVISOR RESPONSIBILITIES

- a. Must document authorization to work alone
- b. Must verify that personnel working alone have an effective means of communication, e.g. radio communication, landlines or cell phone communication, or some other means of electronic communication
- c. If electronic means of communication are not accessible, then a designate must check on the individual working alone at regular intervals for the hazards associated with the work being done

WORKERS/ RESPONSIBILITIES

- a. Consult with the supervisor/designate to complete a hazard assessment for the task being done
- b. Use communication devices identified appropriate for the task and check in at regular intervals (if worker does not respond, a designate must physically check). All workers who are working alone shall check in with campus security.
- c. When the worker completes their work, they must sign out with campus security prior to college departure.

EFFECTIVE COMMUNICATION SYSTEM REQUIRED

The supervisor will provide an effective communication system, when on campus consisting of;

1. Radio communication, or
2. Landline or cellular telephone communication, or
3. Other effective means of electronic communication

The supervisor must have regular contact with the worker at intervals appropriate to the nature of the hazard associated with the worker's work (e.g. at the beginning of the day and at the end of the day). The mode of communication can be email, phone call or text.

If effective electronic communication is not possible or practical at the work site, the supervisor must ensure that they or a designate visits the worker.

PROCEDURE

If working alone in an office on campus:

1. All workers will register with campus security who will document applicable information in the "check in/out sheet" with their personal pen (do not share pens) or security will record the information on the sheet.



PROCEDURE (cont'd)

2. All workers will provide location of work, current date, name, phone number and time in and out. All workers are to notify security of their departure including leaving the campus
3. for breaks, when the worker returns back to campus they must check-in with security again to let security know that they are back on campus.
4. After hours all workers are to check-in with security every four hours, via telephone communication at ext 3445 OR 403.342.3445. Workers must speak with security. If the call is not answered by security, workers are to call back