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| **Working Alone Safety Plan** |

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| **Worker** | | **Supervisor** | |
| Name |  | Name |  |
| Department |  | Department |  |
| Work Phone |  | Work Phone |  |
| Cell Phone |  | Cell Phone |  |
| Email |  | Email |  |

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| **Location and Activity Description** | |
| Address / Building and Room Location |  |
| Work Order #  (if applicable) |  |
| Activity Date(s) |  |
| Activity / Project Description |  |

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| **Emergency Contacts** | |
| External Emergency Services | 911 |
| Security (All Campuses) | 250-862-5401 |
| Security (Campus Phone) | 6699 |
| OHS Department | 250-862-5648 |
| Facilities Management | 250-762-5445 x4262 |

**Hazard Assessment and Control**

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| **Activity/Task**  (List all tasks and activities of the job/work) | **Description of**  **Hazard**  Note: There may be more than one hazard associated with an activity or task. | **Likelihood (L)** | **Severity (S)** | **Risk Total = (L\*S)** | **Rating (High, Moderate, Low)** | **Hierarchy of Hazard Controls**  **Elimination/Substitution (E/S)** ifthis not an option the following hierarchy of controls is to be followed:   * **Engineering Controls (EC)** * **Administrative Controls (AC)** * **Personal Protective Equipment (PPE)** | High Risk  Moderate Risk  Low Risk |
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| **Check In Procedure** | |
| Employees performing low risk work are required to check in at minimum every 4-8 hours. Employees performing medium risk work are required to check in at minimum every 2-5 hours. Employees performing high risk work should check in at minimum every 0.5-3 hours, or at a frequency that corresponds to the hazards and emergency response plans. | |
| Check In Method: OC Safe App, Radio, Phone, Text, Email, other |  |
| Check In Schedule: Frequency and Duration (ex. Every 2 hrs. for 8-hrs) |  |
| Addition Details: |  |

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| **Overdue Worker Response Plan** |
| * When an employee working alone misses a check in using the OC Safe App, the App will notify the employee’s working alone contact person (supervisor); * The working alone contact person will attempt to contact the employee working alone by the means detailed in their Working Alone Safety Plan (radio, phone, text, etc.); * If contact is not made within 15 minutes, the working alone contact person will arrange for face-to-face contact to be made with the overdue worker by notifying Security to dispatch a mobile unit to the employee’s location if not on campus; * The working alone contact (supervisor) are responsible for providing details of this safety plan to emergency services as required. |

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| **Acknowledgement of Responsibilities** | |
| Supervisors are responsible to ensure: this plan is completed prior to work commencing; this plan is complied with; and details of this plan are readily available if requested by the Health and Safety Department, Security or Emergency Services. | |
| Workers are responsible to comply with the procedures of this safety plan and the Working Alone Safety Program. | |
| This plan accurately describes the scope of the Working Alone activity, identifies foreseeable hazards, and documents the control measures to manage the associated risks. | |
| Supervisor Signature: | Worker Signature: |
| Date: | Date: |

\*Please submit completed plans to: OHS@okanagan.bc.ca