

## **WORKING ALONE CHECK-IN PROCEDURE**

Use this tool when you need a check in procedure for workers who may have to work alone.

To determine if the worker is considered to be working alone, answer the following questions: ☐ Are other people in the vicinity? ☐ Will other persons capable of providing assistance, be aware of the worker's need? ☐ Is it reasonable to expect those other persons will provide assistance? ☐ Will assistance be provided within a reasonable period of time? If a worker answered NO or I DON'T KNOW to these questions, then they are considered to be working alone. Have a CHECK IN PROCEDURE that confirms the worker is safe. WORKING ALONE CHECK-IN PROCEDURE Date **Supervisor Contact** Supervisor Worker Worker Contact (Phone and Email) Work Site (Client) Address Work Site (Client) Phone Work to Be Done (Worker to conduct a Field Level Hazard Assessment upon arrival at work site) Work Shift Start Time Work Shift End Time Designated Check-In Name Phone Number Contact Check-in Procedure: Method Frequency Estimated Job Length Emergency response plan if there is a workplace incident OR if the worker does not check-in or respond to a call: Designated check-in person will call their supervisor If the worker encounters an unsafe situation, immediately notify the designated contact person. If necessary, call emergency services in your community. **Employer Signature Supervisor Signature Designated Contact Signature**