WORKING ALONE or in ISOLATION PROGRAM

2023

SAFETY & SECURITY

Ufv.ca

Purpose:

At UFV, the Working Alone or in Isolation (WAOII) Program aims to safeguard the health and safety of employees who work alone or in isolation. The university is dedicated to offering resources, training, and practices to support this program. The Working Alone Risk Assessment Template is a critical tool to recognize, eliminate, and control risks related to working alone at UFV.

Scope:

This policy is applicable to all UFV faculty, staff, and paid students who fall under the definition of WAOII as outlined in OHSR Section 4.20.23. It does not apply to students.

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Working Alone or in Isolation Employee Check Setup Form

This form establishes the parameters from which employee checks will take place, based on information determined in the Risk Assessment. Refer to the Procedure for Regular Person Checks on Campus for directions on how person checks are to take place, and escalation if needed.

General Information:	
Employee's Name:	Employee's Emergency Contact Name:
Employee's Mobile Phone Number:	Emergency Contact Phone Number:
Work Information:	
Supervisor's Name:	Description of work perf4.28 121.68 0 11.04 392

Procedure for Regular Person Checks

This procedure requires two-way communication between the worker and the check-in designate, meaning that the worker will attempt to contact the check-in designate at the predetermined times. Workers will contact the check-in designate at the predetermined time and through the predetermined method.

1. **Within 5 minutes of the pre-determined time**, the worker will contact the check-in designate. If contact is not made, the check-in designate will attempt to contact the worker through the pre-determined method (leave a message if possible). If contact is not established proceed to next step.
2. **Within 10 minutes of the pre-determined time** the check-in designate will make a second attempt to contact with worker. If contact is not established, proceed to next step.

Steps 3-8 are to be

Check-In Record

Employee Name: