

WORKING ALONE

HS 11

INTENT

The agency identifies hazards staff could face when working alone, informs staff of these hazards, and implements controls to minimize them.

DEFINITIONS OF WORKING ALONE

1. One-on-one relationships with clients
2. Overnight staff working alone at a residential facility

PROCEDURES

1. Supervisors will make a risk assessment of all positions where staff is required to work alone, and an appropriate procedure will be developed and implemented for each situation. This will be documented in individual program operating manuals and communicated to staff. A copy of all procedures will be forwarded to the Health and Safety Committee.
2. Procedures will include but not be limited to:
 - Detailed check-in procedures for staff doing outreach with clients
 - Site-specific procedures for working alone particularly at night and on weekends
 - Training for staff on procedures

EFFECTIVE: Dec. 1, 2015	APPROVED BY: Executive Director	
REPLACES: June 2014	MONITORING: H&S Committee	FREQUENCY: Annually