**Working alone: questions for employers to consider**

The questions below are intended to help you, as an employer, identify what steps you might be able to take to ensure the safety of your workers who have to work alone.

Some of the questions only apply to certain specific industries or types of businesses, while others may apply more generally. In addition, this is not a complete list of all questions that could be asked. Instead, use this list as a guide to figure out what types of questions you might want to ask that are specific to your own work site. Regardless of these questions, you should also make sure to consult the OHS Code to ensure you are meeting occupational health and safety requirements for workers who are working alone.

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| **Yes** | **No** | **N/A** | **Safe work policies and procedures** |
|  |  |  | Do you have policies that require meetings with clients or members of the public to be held at a safe location? |
|  |  |  | Are workers required to file a travel plan whenever they have to travel to a remote location? |
|  |  |  | Do you have a procedure in case a worker who is travelling alone doesn’t arrive at their destination? |
|  |  |  | Is there a procedure for workers to check in before and after any planned activities at a work site? |
|  |  |  | Are workers instructed to take adequate rest breaks when they are travelling alone? |
| **Yes** | **No** | **N/A** | **Security** |
|  |  |  | Do you have a security system at your work site, with signs prominently displayed to advertise its presence? |
|  |  |  | Is the entrance to the work site in view of people who might pass by? |
|  |  |  | Is there sufficient lighting to illuminate secluded areas? |
|  |  |  | Do you limit the amount of cash kept on hand at the work site? |
|  |  |  | Would protective shielding help protect workers? |
| **Yes** | **No** | **N/A** | **Emergency readiness** |
|  |  |  | How can workers get timely assistance if needed? |
|  |  |  | Are there first aiders and first aid kits at the work site? |
|  |  |  | Are emergency response procedures current and readily available to workers? |
|  |  |  | Do workers who have to drive to remote locations have emergency supplies in the vehicle in case they are stranded in extreme cold or inclement weather? |
| **Yes** | **No** | **N/A** | **Equipment** |
|  |  |  | Are all motor vehicles, equipment, and machinery in good working condition? |
|  |  |  | Is there a regular maintenance program for vehicles that are used to drive to remote locations? |
|  |  |  | Does dangerous equipment and machinery at the work site feature an automatic-off switch to prevent continued operation? |
| **Yes** | **No** | **N/A** | **Training** |
|  |  |  | Are all workers trained and competent to work alone safely? |
|  |  |  | Are workers trained in how to respond to any wildlife that could threaten their safety? |
|  |  |  | Are workers who have to attend remote locations trained on what to do if they are stranded in extreme cold or inclement weather? |
|  |  |  | Are workers trained on what to do if there is a potentially violent situation? |

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.