

## Working Alone in Office – After Hours Operational Procedure

### WRHA Community Health Services

Those who work alone after hours at the office: **Administrative staff, Managers, other office workers and educators.**

- 1.0 A Working Alone or in Isolation Plan will be developed for staff who work alone or in isolation at each site or off site location.
- 2.0 The Community Area/ Program Director will select a site team to develop a Working Alone or in Isolation site plan.
- 3.0 The site team will:
  - 3.1 Consult with the Regional Director of Security.
  - 3.2 Consult with the site Workplace Safety and Health Committee.
  - 3.3 Will outline the process for each staff to:
    - 3.3.1 Conduct a safety assessment of the site.
    - 3.3.2 Develop an emergency phone contact. i.e site security (if available), a co-worker, a friend or a family member.
    - 3.3.3 Develop parking plan to ensure worker is safe to their vehicle.
- 4.0 Each staff will ensure the “Phone Monitor” has a written record of:
  - 4.1 Phone numbers to access the working alone person.
  - 4.2 The address where the person is working alone.
  - 4.3 The emergency response procedures if the staff calls for help or the Monitor cannot contact the person working alone.
- 5.0 The site team will be advised If new unsafe conditions are discovered, or if previously reported unsafe conditions have improved and the Working Alone or in Isolation Plan will be updated.
- 6.0 Workers and Supervisors will sign the Working Alone or in Isolation Plan to indicate understanding of the plan and agreement to comply with safety procedures.
- 7.0 A copy of the Working Alone or in Isolation Plan shall be posted on the Workplace Safety & Health Committee Bulletin board.