

# Working Alone or In Isolation Safe Work Procedure and Checklist

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*"to work alone or in isolation"* means to work in circumstances where assistance would not be readily available to the worker

- (a) in case of an emergency, or
- (b) in case the worker is injured or in ill health.

## Definition

### Alone

Working by yourself with no other people in the vicinity.

### Isolation

Working in the same general area with a partner or another crew, but will not be in contact with the other person or crew for an extended amount of time: [*enter company choice*] hours.

## Person Working Alone

- The person who will be working alone (the lone worker) must designate a contact person to check in with on a pre-planned schedule. The check in will be every [*enter company choice*] hours plus at end-of-shift.
- The lone worker must carry a functioning communication device, such as a satellite transceiver, two-way radio, satellite phone, cell phone or combination thereof plus the contact information for the contact person.
- The designated contact person must have a copy of this working alone procedure and any applicable ERP, contact information, locations and/or maps necessary for rescue of the lone worker.
- The designated contact person must record the time of each contact with the lone worker.
- If the lone worker fails to check in, then the contact person must initiate search procedures after [*enter company choice*] hours. See Missing Worker section of company Emergency Response Plan.

## Person Working in Isolation

If two people are working on the same opening, or in the same immediate area, both should carry a functioning communication device and check in with each other on a predetermined schedule: [*enter company choice*].

If neither person has a functioning communication device then visual contact must be made on a predetermined schedule at the predetermined location: [*enter company choice*].

## Supervisor Responsibilities

The supervisor (or in cases of one person companies, the worker) has:

1. Identified hazards to the worker
2. Managed the identified risks from hazards
3. Trained the contact person in responsibilities including emergency response.

# Working Alone or In Isolation Checklist

Date(s): \_\_\_\_\_

Worker Name: \_\_\_\_\_

Working Location: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Radio Frequency 1 \_\_\_\_\_

Radio Frequency 2 \_\_\_\_\_

Emergency Contact Type: \_\_\_\_\_  
(family, supervisor, etc.)

Emergency Contact Phone: \_\_\_\_\_

Frequency of Contacts: \_\_\_\_\_

Monday		Tuesday		Wednesday		Thursday		Friday	
Time	Check	Time	Check	Time	Check	Time	Check	Time	Check
8:00 AM	<input type="checkbox"/>	8:00 AM	<input type="checkbox"/>	8:00 AM	<input type="checkbox"/>	8:00 AM	<input type="checkbox"/>	8:00 AM	<input type="checkbox"/>
10:00 AM	<input type="checkbox"/>	10:00 AM	<input type="checkbox"/>	10:00 AM	<input type="checkbox"/>	10:00 AM	<input type="checkbox"/>	10:00 AM	<input type="checkbox"/>
12:00 PM	<input type="checkbox"/>	12:00 PM	<input type="checkbox"/>	12:00 PM	<input type="checkbox"/>	12:00 PM	<input type="checkbox"/>	12:00 PM	<input type="checkbox"/>
2:00 PM	<input type="checkbox"/>	2:00 PM	<input type="checkbox"/>	2:00 PM	<input type="checkbox"/>	2:00 PM	<input type="checkbox"/>	2:00 PM	<input type="checkbox"/>
4:00 PM	<input type="checkbox"/>	4:00 PM	<input type="checkbox"/>	4:00 PM	<input type="checkbox"/>	4:00 PM	<input type="checkbox"/>	4:00 PM	<input type="checkbox"/>
End of shift		End of shift		End of shift		End of shift		End of shift	