
Working Alone Check In Procedure

1.0 Policy Purpose & Scope

The purpose of this policy is to establish a mandatory check-in procedure for all employees who are required to work alone, whether at a fixed location or in the field. This policy aims to mitigate risks associated with working alone, including medical emergencies, accidents, or security incidents, by ensuring regular communication and timely response if contact is lost. This policy applies to all full-time, part-time, temporary, and contract workers who perform duties without direct supervision or immediate assistance from another worker. It covers all work locations, including offices, warehouses, remote sites, and client premises.

2.0 Regulatory Context & Compliance

This policy is driven by the following legislative requirements:

- (a) WorkSafeBC Occupational Health and Safety Regulation (OHSR) Part 4 – General Conditions, specifically Section 4.20.1 which requires employers to identify and assess risks to workers working alone, and to implement effective procedures to ensure their safety.
- (b) Workers Compensation Act, Section 21, which imposes a general duty on employers to ensure the health and safety of all workers.
- (c) The BC Employment Standards Act, which may apply to hours of work and scheduling for lone workers. Compliance with this policy ensures the organization meets its legal obligations under these regulations and reduces liability.

3.0 Roles & Responsibilities

Employer/Management:

- (i) Identify all positions and tasks that involve working alone and conduct a risk assessment. (ii) Develop and implement a written check-in procedure tailored to the specific risks. (iii) Provide training to all affected workers and supervisors on the procedure. (iv) Ensure communication devices (e.g., phones, radios) are available and functional.
- (v) Designate a responsible person to monitor check-ins and initiate response if a check-in is missed.

Supervisors: (i) Schedule check-in times and ensure workers are aware of them. (ii) Verify that workers have the required communication equipment before starting lone work. (iii) Immediately respond to missed check-ins by attempting to contact the worker and escalating to management or emergency services if needed. (iv) Document all check-in activities and incidents.

Workers: (i) Follow the established check-in procedure at the designated times. (ii) Report any issues with communication equipment immediately. (iii) If unable to check in at the scheduled time, attempt to contact the designated person as soon as possible. (iv) Participate in training and provide feedback on the procedure.

4.0 Program Execution & Procedures

The check-in procedure operates as follows:

- (a) Prior to starting lone work, the worker must confirm with their supervisor the expected duration of the task and the check-in frequency (e.g., every 30 minutes, hourly).

- (b) The worker will check in via the designated method (phone call, text, radio, or app) at each scheduled time.
- (c) The designated responsible person (e.g., supervisor or safety monitor) will maintain a log of all check-ins.
- (d) If a check-in is missed by more than 10 minutes, the responsible person will attempt to contact the worker using all available means.
- (e) If contact cannot be established within 15 minutes of the missed check-in, the responsible person will notify management and, if warranted, emergency services (e.g., 911) and provide the worker's last known location.
- (f) All lone work must be completed during daylight hours unless adequate lighting and additional safety measures are in place.
- (g) Workers must carry a fully charged communication device and a backup power source if applicable.

5.0 Review & Recordkeeping

Records of all check-ins, missed check-ins, and any incidents must be maintained by the supervisor for a minimum of two years. These records include the worker's name, date, times of check-ins, and any actions taken. The policy and procedure will be reviewed annually by the Joint Health and Safety Committee (JHSC) or the employer's safety representative. Any incidents or near-misses involving lone workers will trigger an immediate review and update of the procedure. Training records for workers on this procedure must be kept for the duration of employment plus one year.

Regulatory Disclaimer: This policy is a generic organizational template. The end-user assumes all liability for reviewing and adapting these protocols to meet specific provincial regulations (e.g., WorkSafeBC, OHSA) and corporate requirements prior to formal implementation.