Working alone includes all workers who may go for a period where they do not have direct contact with a co-worker or the only person on a site. This can apply to both indoor and outdoor workers. A receptionist who comes in earlier in the morning is considered a lone worker. Similarly, a construction worker who is doing work in a location that cannot be seen by co-workers is also considered a lone worker.

A lone worker is a worker at higher risk if you become injured, trapped or unconscious you may not be able to call for help. There may be a period of time before anyone finds you. This delay in getting help or treatment can cause an injury to become more serious or deadly.

**When working alone, it is important that you:**

* Be aware of potential hazards in your workplace
* Have the procedures and equipment to do the job safely
* Have a check-in policy or other communication procedures in place

Communication is important when you are working alone. When working a lone check-in with your designated person (eg., colleague or supervisor) at regular intervals. The check-in can be done through a text message or phone call. The designated person needs to be aware of your schedule and should be aware of any change to your work schedule. Also, don’t forget to record the check-ins!

Ensure the device you are using for communication works. If you are using a telephone located at the site, it should be clearly identified, located at a location that is easy to reach and working properly. The number of the person to be contacted should be posted or near the phone.

**In situations where there are more hazards, check-ins should be done more often. This includes situations like:**

* Working with high voltages
* Working in extreme temperatures or weather conditions
* Working at heights
* Working in areas where a gas leak could displace oxygen

Qr code

Description automatically generated

* Working on or around moving equipment or machinery
* Working in remote locations
* Keep your contacts up to date on your phone, email, and other channels.

**There are some work environments where a worker should never work alone and two workers are required.**

* Working in confined space

***Scan the QR Code*** *to watch a short video on YouTube on Lone Worker Protection.*

* Working with toxic chemicals

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| **MEETING DESCRIPTION** | | | |
| **Meeting Date:** |  | **Time:** |  |
| **Location:** |  | **Supervisor:** |  |
| **Number in Crew:** |  | **Number Attended:** |  |
| **Attended By:** |  |  | **Absent** |
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| **REVIEW ITEMS FROM PREVIOUS MEETING** | **INCIDENTS/INJURIES REVIEWED** |
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| **TOPICS DISCUSSED** |
| 1. **Working Alone or in Isolation** |
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| **WORKERS CONCERNS** |
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| **CORRECTIVE ACTIONS TO BE TAKEN** |
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| **MEETING CONDUCTED BY** | | | |
| **Supervisor:** |  | **Manager:** |  |
| **Date:** |  | **Date:** |  |