

WORKING ALONE HAZARD ASSESSMENT FORM

Working alone or in isolation may include circumstances where assistance would not be readily available to the employee in case of an emergency, injury or poor health. Isolation may include situations such as two employees working together but who are unable to get emergency help quickly due to their remote location.

As a supervisor or manager, you are responsible for protecting the safety and health of workers, whether they are working with others, working by themselves or in isolated locations.

Company position or job title: _____

Reviewed by (department supervisor): _____

Worker name: _____

Date: _____

POSITION/JOB TITLE & TASKS	NATURE OF THE WORK	YES/NO	CORRECTIVE ACTIONS TO BE TAKEN?
	Are there hazards associated with the facility where the worker will be working, including any maintenance, tools, equipment or machinery?		
	Are there hazards associated with tasks such as: <ul style="list-style-type: none"> • Manual handling • Biological material • Extreme temperatures • Noise • Slips, trips and falls • Working at heights • Electricity • Hazardous substances or chemicals • Dangerous goods • Driving or transporting goods <ul style="list-style-type: none"> • Confined spaces • Other 		
	Is there risk of violence or confrontation with the general public or clients?		
	Is there a process for identifying and reviewing all PPE for the worker while doing the task?		

WORK LOCATION			
	Does the work location increase the potential for workers to be exposed to workplace hazards?		
	Is lighting, including lots, entrances and exits, adequate for the work being conducted?		
	Is the worker required to leave the site for the purpose of work (such as driving) and have all policies and procedures been reviewed for the task?		
	Are there controls in place to restrict access to the facility?		
	Has the facility been inspected and secured, including alarms and surveillance?		
LENGTH OF TIME			
	Has the length of time the worker will be working been identified and approved?		
	Has the communication procedure been reviewed for regular worker contact, including start and stop times for the job?		
	Have contact individuals been identified and contact information supplied to the worker?		
TRAINING			
	Has the worker reviewed and been trained on all company policies and procedures related to the job and the location?		
	Has the hazard reporting procedure been communicated and reviewed with the worker?		
FIRST AID/EMERGENCY PROTOCOLS			
	Are there adequate first aid supplies and equipment available for the worker?		
	Has the facility emergency response protocol been reviewed recently with the worker?		
	Has the process for required outside emergency assistance, including emergency evacuation procedures, been reviewed with the worker?		