



Working Alone Check Sheet

In accordance with the WORKPLACE SAFETY AND HEALTH REGULATION 105/88 the supervisor and safety advisor will be responsible for setting up the Working Alone check sheet. The supervisor is to verify that the employee has reported back at the designated times, and will initiate a search if they have not:

1. Name of Worker: _____

2. Designated Contact Person: _____

3. Date: _____ Time: _____

4. Location of Work: _____

5. Method of check Back:

- Personal check in by worker
- Personal checks by the contact person
- Telephone call to contact person
- Radio call to contact person

6. Degree of risk (determined by worker) Time check:

- 4.0 hrs.
- 3.0 hrs.
- 2.0 hrs.
- 1.0 hrs.
- 0.5 hrs.

7. Completion of work: Date: _____ Time: _____

In the case where a check back contact is not made within 5 minutes, the contact person shall contact their Contact person at _____