# Working Alone or in Isolation Procedure – Schluter Lab Weekend Fish care

## Purpose

The purpose of the Working Alone or in Isolation Procedure template is to comply with the Occupational Health and Safety Regulation (OHSR) 4.21 and provide a documented record for checking the well-being of a worker assigned to work alone or in isolation. It is the supervisor's responsibility to confirm that this procedure is complete and accurate.

## Scope

This procedure template applies to all UBC employees (faculty, staff, and paid students) who have been assigned to work alone or in isolation under the OHSR Section 4.20.1-4.23.

## Definitions

Check-in Designate

- Refers to the person responsible for checking in on a worker working alone or in isolation. In most cases, this is the supervisor.

Risk Assessment

- The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

Supervisor

- Refers to the person directly responsible for overseeing the tasks of the worker and often is the one who assigns the worker to work alone or in isolation

Worker

- Refers to all employees of UBC including faculty, staff, and paid students

Working 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

## Training Requirements

- Both the Worker and the Check-in designate must be trained in the written procedure for checking the worker's well-being

## Working Alone or in Isolation Procedure Template #1:
## For situations where WorkAlone Feature of UBC Safe App IS used

*Note:* *This procedure applies if you are using the WorkAlone Feature in the UBC Safe App and the worker working alone is on UBC Vancouver Campus or working remotely.  Do not modify the steps in this procedure as this is how the app functions.*

1. Conduct a [Risk Assessment](#) to determine the risks associated with working alone or in in isolation and check-in time interval. The check-in interval is: 4 hours
2. The Worker and Check-in Designate review the [WorkAlone Feature Step by Step Guide](#)
3. The Worker enters the following details into the WorkAlone Feature located in the UBC Safe App in order to start a WorkAlone Session:
    a. Worker Name
    b. Worker Phone Number
    c. Check-in Designate Name (ideally the worker's supervisor)
    d. Check-in Designate Contact Number
    e. Building Name or Working Remotely
    f. Building or Remote Location Address
    g. Room Number (write N/A if working remotely)
    h. List Identified Hazards at the location
    i. Other Important Location Details
    j. How often the App check in on you? (Based on the risk assessment from step (1))
    k. Duration of Working Alone session
    l. Personal Emergency Contact Name
    m. Personal Emergency Contact Number
4. Upon successfully starting a session, the Worker is encouraged to contact their Check-in Designate to verify that they received a text indicating that the worker has begun their working alone session.
5. The Worker will be notified by push notifications from the WorkAlone Feature to check-in at the frequency they have selected as per the risk assessment findings.
6. If the Worker does not check in within 5 min after receiving the automated notification, the WorkAlone Feature will notify the Check-in Designate via a phone call and text message and instruct them to make contact with the worker to check on their wellbeing
7. The Check-in Designate will contact the worker directly to verify that the worker is okay
    a. If contact is made, and the worker is okay no further steps have to be taken
    b. If contact is made, and the worker is in distress or unwell, the Check-in Designate will call Campus Security and inform them of this or 9-1-1 as appropriate
    c. If the Check-in Designate cannot make contact with the worker, they will contact Campus Security

d.  If the Check-in Designate misses the alert notifying them that the worker has not checked in, the WorkAlone Feature will attempt to contact the check-in designate again 2 min later.  If the check-in designate misses the alert again, 3 minutes later, the Work Alone feature will notify Campus Security.

8.  If there is a serious incident or immediate assistance is required, the "Emergency" button can be used which will immediately contact Campus Security

<u>NOTE:</u> Campus Security will follow their internal procedures upon being contacted.

A record of all automatic notifications and whether they were acknowledged or not will be recorded in the WorkAlone Dashboard accessible by Campus Security.

By signing, you have participated in the development of this written check-in procedure, have been trained on the procedure, and understand its purpose/content. If this check-in procedure applies to several workers, please ensure all workers understand and sign this check-in procedure document.

|  | Dolph Schluter |
| --- | --- |
| Supervisor | Supervisor (Print Name) |
|  | Carling Gerlinsky |
| Check-in Designate | Check-in Designate (Print Name) |
|  |  |
| Worker | Worker (Print Name) |