

WORKING ALONE OR IN ISOLATION (WAOII) PROCEDURE

Working Alone or in Isolation Procedure:

1. Once an employee has been identified as working alone or in isolation, the supervisor will conduct a **risk assessment** to identify the risks associated with potential hazards.
2. The Supervisor will connect with the employee to review the WAOII procedures.
3. The Supervisor and the employee will work together to establish a check-in process, determining the method of contact and frequency.
4. The Supervisor will complete the **WAOII Employee Check Setup Form** and submit it to ehs@ufv.ca. This form needs to be signed by both the supervisor and the employee.
5. The Supervisor will record the date, time, and method of every check-in on the **Check-In** form.

Escalation Procedure:

The **worker** will contact the check-in designate within 5 minutes of the predetermined time. If contact is not made, the **designate** will attempt to contact the worker. If contact is not made the designate will make a second attempt. *If contact is not established, proceed to next step.*

Steps 1-7 are to be completed in immediate succession to each other.

1. The check-in designate will **immediately** contact UFV Campus Security Operations Center (SOC) at 1-855-239-7654 (local 7654). The check-in designate will provide SOC with the worker's name, location of work, phone number, last time of contact, and potential hazards in the worker's area.
2. SOC will attempt to call the worker's mobile number (leave a message if possible). *If contact is not established, proceed to next step.*
3. *If the worker is working remote, proceed to the next step.* If the working location is on campus, SOC will visit the location to attempt an in-person check. *If contact is not established, proceed to next step.*
4. SOC will notify the check-in designate that contact has not been established. SOC will notify the on-call Safety & Security Department representative.
5. The check-in designate will contact the worker's emergency contact to verify that it is not a false alarm. This must be done carefully to not cause alarm. *If contact is not established, proceed to the next step.*
6. SOC will contact relevant non-emergency police department to check on the employee.
7. The supervisor and SOC will report all instances of Working Alone or in Isolation that escalate passed Step 3 of this process to EHS@ufv.ca