

Working Alone Procedure

Overview

The purpose of this procedure is to provide the SHSA employees with guidance as to how to work safely alone in their office, their vehicle or with a client.

Employees will assess the risks which may occur when they are working alone and will take the necessary precautions to avoid/minimize those risks. This includes, but is not limited to:

- 1) Always carry a fully charged cell phone.
- 2) Always notify someone (either head office or their supervisor) when they are working alone.

Office

When the front door is opened, a chiming sound rings notifying the employee that a visitor is in the office. The employee will always immediately check to see who has entered the building.

All office doors shall remain locked outside of 7:00 A.M. to 5:00 P.M., Monday through Friday.

Driving


This procedure applies when driving outside of the city limits. Employees will:

- 1) Communicate their travel plan to head office. The plan will include: destination, time of departure and estimated time of arrival.
- 2) Report any changes in the ETA or itinerary.
- 3) Take an emergency road kit.
- 4) Take a fully charged cell phone with them.
- 5) Dress appropriately for weather/season in the event of a mechanical failure.
- 6) Communicate their arrival to head office.

If the worker fails to notify head office within 30 minutes of their estimated time of arrival, head office shall initiate contact with the worker and immediately notify their supervisor.

Client

Employees should always carry a fully charged cell phone and protect their personal safety at all times. If at any point an employee feels that their safety is at risk, they should immediately try to leave the situation and/or notify their supervisor, head office and/or the proper authorities.

CEO: 

Date: Sept 27, 2010