

<b>POLICY:</b>			<b>NUMBER:</b>
<b>WORKING ALONE GUIDELINE</b>			WP-73
			<b>Page 1 of 2</b>
<b>PREPARED BY:</b>	<b>AUTHORIZED BY:</b>	<b>CLASSIFICATION:</b>	<b>EFFECTIVE:</b>
Facilities Management (FM)	<hr/> Elizabeth Krische	Work Procedure	February 1, 2022
			<b>SUPERSEDES:</b>
			NEW

A worker shall not be left alone or unattended for longer than one hour

Level of Risk	Outcome	Examples
High	Working alone prohibited as per applicable regulations	Confined space entry

WORKING ALONE PLAN

Department:

Date:

Manager:

Area(s):

## Procedure

Working alone, especially after regular business hours, should be minimized whenever possible.

Working alone requires manager or lead knowledge or approval.

Work tasks are divided as per the risk assessment below (examples are found in the guide).



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