

WORKING ALONE PROCEDURE

The working alone procedure is intended to provide safeguards to maximize employee safety and minimize/eliminate the risk from violence. It is a requirement of Worksafe BC that an employer establish procedures for checking the well-being of employees assigned to work alone or in isolation under conditions that potentially present a risk.

EMPLOYEE RESPONSIBILITIES

In the Community

1. Complete a weekly schedule, which is to be updated in Outlook, no later than Friday noon. This schedule will include:
 - Name and phone number of family/child visiting
 - Approximate time of the visit
2. Check the client's home for: clear access to the street or driveway, pets or farm animals that might be a hazard, anything else that might impact on the safety of the setting.
3. Take a cell phone with you
4. Have your keys readily available
5. Report any unusual incidents, suspicious or unsafe circumstances in the course of performing your work to your supervisor
6. Document the incident in the child's file and enter a note under special precautions in Nucleus Labs
7. Use the White Board to indicate the time of your return. If you are not returning to the office before 4:30 pm, mark yourself as 'out'.
8. If you are concerned about a potential visit, arrange to call your supervisor or a colleague when the visit is completed.

In the Office

1. If an employee is alone in their office, and no other staff is present in the building, the building will be locked
2. Both buildings will be locked promptly at 4:30 pm.

ADMINISTRATIVE SERVICES RESPONSIBILITIES

1. Maintain a current list of employee's name, home address, home phone number, vehicle make and license number used for business, emergency contacts, and cell phone numbers
2. When it's apparent that an employee is missing, implement the search protocol.

Search Protocol

1. Determine whether the employee has returned to the CVFDA or to home
2. Consult the "Weekly Schedule". Identify the last place the employee was known to have been and attempt to phone the employee at this location. Call the employee every five minutes on their cell phone.
3. If no response, or if the employee has not been located within 15 minutes phone the employee's home or emergency contact to determine if they know the employee's location
4. If the employee is not located, contact the police immediately.