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# WORKSAFE

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## ► Check-in Procedure for Employees Who Work Alone

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**Check-in procedures are especially important for those employees who work alone. Employers must decide if a verbal check-in is adequate, or if the employee must be accounted for by a visual check. The plan must be appropriate for both regular business hours as well as after main office hours.**

For most lone workers, the telephone will be the main source of contact. If you work at a desk or station have a telephone close by. If you are away from a main office or workstation, the use of a cell phone is very helpful. If a cell phone is unreliable in your area, alternative methods of communication should be available (such as use of public telephones, site visits or satellite technology).

When travelling out of the office, your main contact person should know the following details about your travel:

- Destination, contact information
- Estimated time of arrival, return time or date,
- Mode of travel (public transit, car, plane, etc.) and,
- Alternate plans in the event of bad weather, traffic problems, etc.

An example of a check-in procedure, if one is not already developed in your division is:

- Prepare a daily work plan so it is known where the lone employee will be and when.
- Identify a main person to be the contact at the office, plus a back up for times when the main person is unavailable or away from the office.
- Define how and when the lone employee will check in.
- Have the contact person call or visit the lone employee periodically to make sure he or she is okay.
- Pick out a code word to be used to identify or confirm that help is needed.
- Develop an emergency action plan to be followed if the lone employee does not check-in when he or she is supposed to.

Adapted from: [CCOHS, Violence in the Workplace Prevention Guide](#)

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