WORKING ALONE PLAN

Department:_____   Date:_____

Supervisor: _____   Room(s):_____

Procedure

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

2. Working alone requires supervisor/PI knowledge or approval.

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

Risk	Tasks
High Risk Working alone is prohibited as per applicable regulations.	
Moderate Risk ■ Each area must develop an SOP for tasks being performed. ■ Each are must identify security measures to prevent entry of non-authorized users (e.g., locked doors).	
Low Risk May work alone, however minimal precautions are required. ■ Check-in processes are mandatory with (Supervisor or UW Police via WatSAFE). ■ Access to phone and security measures are required.	

4. **Check-In:** Workers should complete periodic check-ins via (select the chosen method):

☐ WatSAFE App every (min)

☐ Contact PI directly every (min) by ☐ Phone: , or ☐ Email:

5. **Security:**

6. **Emergencies:** Report emergencies immediately to 911 or to Police Services at 519.888.4911 or Ext. 22222. Promptly follow the directions of those responsible for emergency response during an emergency.

7. **Acknowledgements:** Complete the supervisor and worker acknowledgements on page 2.

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Supervisor acknowledgment

By signing below, the supervisor acknowledges that they understand the materials provided as linked guidance and will follow and enforce the guidance within this plan.

Date	Name (Printed)	Signature

Worker acknowledgements

All workers who have been permitted to work alone must sign this document below indicating they have read, understand and will follow the guidance in this plan.

Date	Name (Printed)	Signature

For more information, please refer to:

- UW Working Alone Guidelines
- UW Police Personal Safety Guide
- WatSAFE