

Working Alone or In Isolation Policy

Working Alone Procedures:

- Do not open back doors after _____ p.m.
- Do not leave back doors unattended.
- Do not empty the garbage after _____ p.m.
- Do not accept bills larger than \$_____ after _____ p.m.
- See Policy Manual for Start Shift and End Shift procedures.

Training:

All employees of (Company Name) will be trained to ensure they are competent and ready to work alone safely. The training will include the following:

- Employees will be made aware of hazards associated with working in isolation away from public view
- Employees will be trained in non-violent responses to threatening situations
- Employees will be trained in the proper use of security systems to prevent / discourage intruders
- Employees will be trained in questioning strangers about the appropriateness of their presence

This policy will be reviewed and, where necessary, revised every three years and whenever there is a change of circumstance(s) that may affect the health and safety of (Company Name) employees.

Owner/Managers Signature: _____

Date: _____

EXAMPLE



BE RESPONSIBLE - THINK SAFETY