CALGARY SAFETY CONSULTANTS

Working Alone Hazard Assessment

And Check-In Plan | How to use this form

Use this form to assess one lone work situation (a job, task, site or shift where a worker would be alone) and to record the plan that keeps that worker safe. Complete it **before** the worker is assigned to work alone, with the worker and, where you have one, your joint health and safety committee or representative. Keep it with the worker's check-in contact, and review it when the work, site, worker or equipment changes.

How to use this form

1. **Part A, details.** Record who, what, where and when, including a location emergency responders can find.
2. **Part B, readily available test.** Decide whether help would be readily available. If not, the worker is working alone and the rest of the form applies.
3. **Part C, hazard checklist.** Tick every hazard that applies, including how being alone makes it worse.
4. **Part D, hazards and risk.** Rate initial risk **before** controls (likelihood x severity), list controls using the hierarchy of controls, then rate residual risk.
5. **Part E, restricted tasks and communication.** List tasks never done alone, choose communication that works on site and set check-in times.
6. **Part F, missed check-in and emergency.** Set timed escalation steps and record emergency location details.
7. **Part G, late-night retail.** Complete only for retail, gas station or cash-handling work.
8. **Sign-off and log.** Sign the plan, give a copy to the worker and contact, and use the log to record each check-in.

Key definitions

Term	What it means on this form
Working alone	Working where assistance would not be readily available if the worker were injured, became ill or faced an emergency. Some jurisdictions also describe being the only worker of the employer at the site.
Readily available	Alberta's three factors: **awareness** (would people able to help know the worker needs it?), **willingness** (is it reasonable to expect them to help?) and **timeliness** (would help arrive within a reasonable time?). For high-risk hazards, treat it as immediately available.
Initial risk	Risk rated before any controls: likelihood (1 to 5) x severity (1 to 5). Same matrix as our FLHA and JHA forms.
Residual risk	Risk remaining after the controls in this plan are in place. It must be acceptable before lone work starts.
Check-in contact	The trained person who makes or receives each check, records it and starts escalation when a check is missed. Name a backup.
Missed check-in	A check that hasn't happened by the end of the grace period set in Part E. Escalation starts immediately.
End of shift check	A positive confirmation that the worker has finished and is safe. Required in BC and PEI (recommended in the WSCC code); good practice everywhere.

Risk rating legend

SEVERITY (1 Insignificant to 5 Catastrophic)

	1	2	3	4	5
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

LOW 1 to 4	Maintain controls; standard check-in intervals.
MODERATE 5 to 9	Improve controls where practicable; shorter intervals.
HIGH 10 to 16	More controls before lone work; short intervals or continuous monitoring; consider a second worker.
EXTREME 17 to 25	Do not work alone until the risk is reduced.

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Part A: Details of the lone work

Company

Prepared by

Date

Province or territory

Worker(s)

Job title

Supervisor

Task or activity done alone

Site name or civic address

GPS coordinates or legal land description

Days and hours alone

Time alone per shift

How often

Vehicle (make, colour, plate)

Worker phone

Device or radio ID

Committee or representative consulted

Part B: Is help readily available?

Answer for the worst realistic moment of the shift, not the best. If any answer is No, the worker is working alone.

Awareness: Would someone able to help know right away that the worker needs it? ☐ Yes ☐ No

Willingness: Is it reasonable to expect that person to help? ☐ Yes ☐ No

Timeliness: Would help arrive within a reasonable time for the hazards involved? ☐ Yes ☐ No

Result

☐ Working alone applies: complete this form

☐ Help is readily available: record why in notes

Part C: Hazard checklist

Tick every hazard that applies. Think about the task and about what being alone adds: no one to help, stop the work, call for help or give first aid.

- ☐ Slips, trips and falls
- ☐ Electrical or stored energy
- ☐ Heavy lifting or awkward work
- ☐ Extreme cold or heat
- ☐ Driving or remote roads
- ☐ Contact with the public
- ☐ Robbery or violence
- ☐ Medical condition (worker's choice)
- ☐ Other employers on site
- ☐ Work at heights
- ☐ Confined or restricted space
- ☐ Hot work or fire
- ☐ Poor lighting or visibility
- ☐ No cell or radio coverage
- ☐ Clients who may be agitated
- ☐ Night or after-hours work
- ☐ New, young or inexperienced worker
- ☐ Moving machinery or equipment
- ☐ Chemicals or WHMIS products
- ☐ Water, ice or drowning
- ☐ Wildlife
- ☐ Long response time for help
- ☐ Cash, drugs or valuables
- ☐ Fatigue or long shifts
- ☐ Home office or client home

Other hazards

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Part D: Hazard assessment

Rate initial risk **before** controls: L = likelihood (1 Rare to 5 Almost certain), S = severity (1 Insignificant to 5 Catastrophic), Risk = L x S. Choose controls in hierarchy order: eliminate lone work, change the work, engineering, administrative, then equipment and PPE. Rate residual risk with controls in place.

Hazard and what could go wrong when alone	L	S	Initial risk	Controls (hierarchy order)	L	S	Resid. risk	Who

Worked example (for guidance only)

Hazard	Initial	Controls	Residual
Slip on ice at a remote lift station at night; injured, no cell signal	L3 x S4 = 12 HIGH	Ice treatment and cleats; daylight scheduling for non-urgent work; satellite lone worker device with no-motion alert; hourly check-ins in winter; escalation plan with site location	L2 x S3 = 6 MOD
Robbery while alone at a convenience store counter	L3 x S4 = 12 HIGH	Cash limits and drop safe; visible counter; video and signs; monitored personal emergency transmitter; robbery response training	L2 x S3 = 6 MOD

Highest residual risk	Acceptable to work alone?	If not, what changes

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Part E1: Tasks not to be done alone

Tick tasks the worker must not do alone on this job. Schedule them when a second worker is present.

- ☐ Confined space entry
- ☐ Machine work without lockout
- ☐ Work at heights needing rescue
- ☐ Work near energized conductors
- ☐ Lifting, rigging or suspended loads
- ☐ Chemical transfer or deliveries
- ☐ Work where drowning is a risk
- ☐ Hot work without a fire watch
- ☐ Entering a client home with known risk

Other tasks never done alone

Part E2: Communication methods

Primary and backup methods (tick all used)

- ☐ Cell phone
- ☐ Fall or no-motion alert
- ☐ Satellite phone
- ☐ Check-in app
- ☐ Two-way radio
- ☐ GPS or vehicle tracking
- ☐ Lone worker device (panic button)
- ☐ Satellite messenger or beacon
- ☐ Scheduled visits

Primary method

Backup method

If both fail, the worker will

Coverage and equipment checks

- ☐ Coverage tested at the actual work location
- ☐ Alerts reach the contact and backup
- ☐ Device tested before each shift
- ☐ Battery lasts the full shift (spare or charger carried)
- ☐ Worker trained on the device
- ☐ Contact can see the worker's location

Part E3: Check-in schedule

Check-in contact (name and phone)

Backup contact (name and phone)

Interval

Grace period before a check counts as missed

What the worker reports at each check

Check point	Planned time	Method	Who makes contact	Recorded where
Start of shift or arrival on site				
Regular interval checks				
Before a higher-risk task				
After a higher-risk task				
Before travel or leaving site				
End of shift: worker confirmed finished and safe				

Practical starting points (not legal requirements): low risk, start and end plus every two to four hours; moderate, every one to two hours; high, short intervals or continuous monitoring and a second worker for the riskiest tasks; extreme, don't work alone. Set intervals with your committee or representative and the worker.

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Part F1: Missed check-in escalation plan

The contact follows these steps in order, starting the moment the grace period ends. Shorten every time for higher-risk work.

Step	Within (minutes)	Who	Done	Time done
1. Try the worker by every method: device, backup phone, radio, text			☐	
2. Notify the supervisor; try people near the last known location			☐	
3. Send a designated person to the last known location			☐	
4. Call 911 or local emergency services with the location below			☐	
5. Follow the emergency response plan; notify management			☐	
6. Record what happened; report as required; review the plan			☐	

Part F2: Emergency location details

Directions or access route for responders

Nearest hospital or health centre

Distance or travel time

Emergency number

Site phone or radio channel

Gate codes, keys or locked access

Landing zone or meeting point (remote sites)

Estimated emergency services arrival time

Own transport or rescue needed?

First aider or nearest help

Part F3: Emergency equipment and readiness

- ☐ First aid kit
- ☐ Flashlight and spare batteries
- ☐ Trip plan filed
- ☐ Survival or cold weather kit
- ☐ Water and food
- ☐ Emergency contacts with the worker
- ☐ Fire extinguisher
- ☐ Vehicle emergency kit
- ☐ Medical information shared (worker's choice)

Notes on emergency response or rescue for this site

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Part G: Late-night retail and cash handling add-on

Complete for retail, gas station or cash-handling work. Confirm the current rules in your jurisdiction; this is a summary current to October 2026.

Jurisdiction	Applies to	Summary of requirements
British Columbia	Late night retail premises open 11:00 p.m. to 6:00 a.m., worker alone with any risk of violence (OHS Regulation s. 4.22.1)	Written safe money handling procedure, plus a barrier, a second worker or a violence prevention program (time lock safe, visibility, limited access, video, signs, monitored transmitter for a worker at least 19, independent security audit); training
Saskatchewan	Late night retail premises open to the public 11:00 p.m. to 6:00 a.m.	Written safe cash handling procedure; video covering the cash desk and outdoor gas pumps; good visibility; signs; for a worker alone, a check-in system and written procedure and a personal emergency transmitter at no cost to the worker
Alberta	Retail fuelling outlets and convenience stores (OHS Code Part 27); extra rules 11:00 p.m. to 5:00 a.m.	Violence prevention plan: safe cash handling, visibility, limited public access, video, signs; monitored personal emergency transmitter worn by any worker alone; fuel prepayment; 11 p.m. to 5 a.m.: time lock safe, limited high-value items, secure storage, signs

Controls in place

- ☐ Written cash handling procedure
- ☐ Video surveillance working
- ☐ Second worker scheduled
- ☐ Cash limited; drop or time lock safe
- ☐ Signs posted
- ☐ Monitored transmitter worn
- ☐ Counter visible from outside
- ☐ Barrier or locked door
- ☐ Robbery response training done

Where check-in rules are spelled out

Jurisdiction	What the written check procedure must include
British Columbia	Interval between checks; designated person who makes contact and records results; end of shift check; procedure if the worker can't be contacted, including emergency rescue; intervals set with the committee or representative and the worker (s. 4.21)
Newfoundland and Labrador	Interval between checks; procedure if the worker can't be contacted, including emergency response; designated person who records results; developed with the worker and committee (s. 15)
Prince Edward Island	Check intervals; person responsible for contact and records; procedure if the worker can't be contacted, including emergency rescue; end of shift check (Part 53)
NWT and Nunavut	WSCC code recommends: intervals set by risk; shift end check-in; signed procedure; check-in log (s. 33 and code)

Worked prompts

- If this worker fell and couldn't move, how long until anyone noticed? If the answer is longer than the injury allows, shorten the interval or add an automatic alert.
- Does the primary method work at every point in the shift, including the drive and the far corner of the site?
- Who is the contact at 3 a.m. on a holiday, and do they know the escalation steps without looking them up?
- Could this task be scheduled when someone else is present?

Common mistakes to avoid

- Treating a phone as the whole plan.
- One interval for every job, regardless of risk.
- No written steps or times for a missed check-in.
- Untrained or unavailable check-in contacts.
- No end of shift check.
- Allowing tasks that need a second person.
- Never testing coverage or running a missed check-in drill.

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Sign-off and check-in log

Sign-off

Worker name	Signature	Date

Supervisor name	Signature	Date

Check-in contact name	Signature	Date

Committee or representative	Next review date	Review trigger (change, incident)

- ☐ Copy given to the worker
- ☐ Worker trained on this plan
- ☐ Copy given to the check-in contact and backup
- ☐ Contact trained on escalation steps

Check-in log

Date	Time due	Time received	OK	Missed	Location or status	Initials	Action taken
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
			☐	☐			
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			☐	☐			
			☐	☐			
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			☐	☐			
			☐	☐			

Free guide. Read How to Set Up a Working Alone Program at calgarysafetyconsultants.ca/safety-guides/hazard-management/working-alone/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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