CALGARY SAFETY CONSULTANTS

Working Alone Program Setup Checklist

How to use this checklist | Jurisdiction reference

This checklist follows the eight steps in our guide, How to Set Up a Working Alone Program. Work through it with your joint health and safety committee or representative and the people who work alone. Tick each item when it's done, record evidence where asked, and carry open items to the action plan on the last page. Use it to set up a new program or to check an existing one before an audit.

Company	Completed by	Date started	Province or territory

Before you start

- ☐ We know which jurisdiction's law applies to each workplace (provincial, territorial or federal).
- ☐ The committee or representative and at least one person who works alone are involved.
- ☐ We have our current hazard assessment forms and emergency response plan on hand.

Jurisdiction quick reference (summary, current to October 2026)

Jurisdiction	Main provisions	Key requirements
Alberta	OHS Code Part 28 (ss. 393, 394); Part 2; Part 27 for retail fuelling outlets and convenience stores	Hazard assessment with affected workers; effective communication; contact at intervals appropriate to the hazards; visits or call-ins where electronic communication isn't practicable; Part 27 violence prevention plan rules for retail fuelling outlets and convenience stores, including a monitored personal emergency transmitter for anyone working alone
British Columbia	OHS Regulation ss. 4.20.1 to 4.23	Identify and control hazards first; written check procedure with intervals, designated contact, records, end of shift check, emergency rescue; intervals set with committee and worker; training; late night retail; annual review
Saskatchewan	OHS Regulations, 2020, s. 3-24	Identify and reduce risks; effective communication system; regular contact, activity limits, training, PPE, emergency supplies; late night retail rules
Manitoba	WSH Regulation Part 9	Identify and reduce risks with committee or workers; written procedures; communication system; regular contact, limits or training; post procedures; review at least every three years
Ontario	No specific working alone regulation; general duties apply	OHSA duty to take every reasonable precaution; workplace violence provisions
Quebec	No stand-alone regulation confirmed; Act s. 51	General duty to protect, inform, train and supervise; protect from violence
New Brunswick	N.B. Reg. 92-133	Written code of practice: risks, procedures, how to get emergency help; equipment; training
Nova Scotia	No stand-alone regulation confirmed	General duties; violence risk assessment
PEI	General Regulations Part 53	Written procedures; intervals; designated contact; emergency rescue; end of shift check; training
Newfoundland and Labrador	OHS Regulations, 2012, s. 15	Risk assessment; written check procedure; designated contact; emergency response; annual review
NWT and Nunavut	OHS Regulations s. 33; WSCC code	Identify hazards; effective communication system (s. 33); WSCC code recommends intervals set by risk, shift end check, training and review at least every three years
Yukon	No stand-alone section confirmed	General duties; confirm with the Workers' Safety and Compensation Board
Federal	Canada Labour Code Part II; COHSR	No general prohibition; hazard prevention program; task restrictions; violence risk assessment

Summary only. Read the current legislation for your jurisdiction and follow the stricter rule where more than one applies.

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Working Alone Program Setup Checklist

Steps 1 and 2 | Identify lone work and assess hazards

Step 1: Find out who works alone, and when

- ☐ We walked through a full week: early starts, evenings, nights, weekends, holidays, on-call work and travel.
- ☐ We asked workers and supervisors when they actually end up alone.
- ☐ We included remote sites, client homes, vehicles, separate buildings, after-hours office work and home offices.
- ☐ Each situation is recorded in the lone work register below.

Lone work register

Job, task or role	Location	When and how long alone	Initial risk	Assessment done	Plan in place	Owner
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	
				☐	☐	

Step 2: Assess the hazards

- ☐ Each situation has a working alone hazard assessment completed before lone work starts.
- ☐ Assessments consider the task, location and coverage, time and weather, contact with the public or cash, the worker's training and health, and travel.
- ☐ Initial risk is rated before controls on the same five-by-five matrix as our FLHA and JHA forms, and residual risk after controls.
- ☐ Affected workers and the committee or representative took part.
- ☐ No assessment treats a phone or radio alone as making help readily available.

Where assessments are kept	Number of situations assessed	Date completed

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Step 3: Eliminate or reduce the need to work alone

- [ ] High-risk tasks are scheduled when others are present wherever practicable.
- [ ] Engineering controls are considered: barriers, lighting, video, time lock safes, locked access.
- [ ] Administrative controls are in place: check-ins, trip plans, task restrictions, experience requirements, cash limits.
- [ ] A written list of tasks never done alone exists (for example confined space entry and work near energized conductors).
- [ ] Emergency and survival equipment suits the season and the location.

Tasks never done alone at our workplace

Step 4: Communication and check-ins

- [ ] Each lone worker has a primary and a backup communication method that works at the actual location.
- [ ] Check-in intervals are set by risk, with the committee or representative and the worker.
- [ ] Every plan includes a start of shift check and an end of shift check that positively confirms the worker is safe.
- [ ] Each plan names a trained check-in contact and a backup for breaks, nights, weekends and holidays.
- [ ] A grace period defines when a check counts as missed.
- [ ] Every check is recorded (log, app or system).

Initial risk	Our check-in interval	Approved methods	Escalation starts after
Low (1 to 4)			
Moderate (5 to 9)			
High (10 to 16)			
Extreme (17 to 25): not alone			

Technology selection and testing

Methods in use

- [ ] Phone or text
- [ ] Check-in app
- [ ] Lone worker device
- [ ] Fall or no-motion alert
- [ ] Two-way radio
- [ ] Satellite messenger or beacon
- [ ] Satellite phone
- [ ] GPS or vehicle tracking
- [ ] Monitoring service

- [ ] Coverage tested at every regular work location.
- [ ] Battery life confirmed over a full shift.
- [ ] Alerts tested end to end: device to contact to backup.
- [ ] A rule exists for what the worker does if the primary system fails.
- [ ] Worker monitoring respects privacy and workers were told how location data is used.

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Step 5: Missed check-in response

- [ ] A written escalation plan sets out steps with times: try the worker, notify the supervisor, send someone, call emergency services.
- [ ] Escalation is faster for higher-risk work.
- [ ] Each plan records a location responders can use (civic address, legal land description, GPS or site name and access route).
- [ ] Emergency services arrival times are known for remote sites, and own transport or rescue is arranged where needed.
- [ ] The plan links to the emergency response plan.
- [ ] Unannounced missed check-in drills are held at least twice a year (record below).

Late-night retail and cash handling (BC, Saskatchewan, Alberta and any cash-handling work)

- [ ] We confirmed whether the late night retail rules apply (BC and Saskatchewan, 11 p.m. to 6 a.m.; Alberta retail fuelling outlets and convenience stores, with extra rules 11 p.m. to 5 a.m.).
- [ ] A written safe cash handling procedure is in place and cash on hand is limited.
- [ ] Required measures are in place (for example barrier, second worker or violence prevention program in BC; video, visibility and signs in Saskatchewan; violence prevention plan, time lock safe overnight and fuel prepayment in Alberta).
- [ ] Workers alone wear a monitored personal emergency transmitter where required.

Step 6: Training

- [ ] Lone workers are trained in the hazards, controls, tasks never done alone, equipment, check-ins, escalation, emergency response and the right to refuse.
- [ ] Check-in contacts and backups are trained in the escalation steps.
- [ ] Supervisors are trained in their responsibilities.
- [ ] Training is refreshed when the procedure, equipment or work changes.

Training and drill record

Name	Role	Training or drill	Date	Result or next due

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Step 7: Working alone policy and procedure contents

- [ ] Purpose, scope and what working alone means at our workplace.
- [ ] Responsibilities of the employer, supervisors, check-in contacts and workers.
- [ ] How lone work is assessed, by whom and how often.
- [ ] Tasks that must not be done alone.
- [ ] Approved communication methods, intervals by risk, end of shift checks, backups and records.
- [ ] Missed check-in steps and the link to the emergency response plan.
- [ ] Training requirements and the review schedule.
- [ ] Procedure posted or available where required (posted in Manitoba; available to an officer in NB and PEI).

Step 8: Review and improve

- [ ] The program is reviewed at least yearly (BC and NL require annually; Manitoba requires at least every three years; the WSCC code recommends every three years).
- [ ] Reviews also happen after changes in work arrangements, incidents or reports that the procedure isn't working.
- [ ] Reviews use check-in logs, device tests, drill results, incidents and worker feedback.
- [ ] Each review asks whether any lone work can now be eliminated.
- [ ] Fixes are tracked as corrective actions with owners and dates.

Policy approved by	Date approved	Where the procedure is posted or kept

Program review record

Review date	Reviewed by	What we looked at	Main findings	Next review

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Action plan

Open item or gap	Action	Owner	Due	Done
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

Common mistakes to avoid

- Treating a phone as the whole program.
- Missing after-hours, early opening and home office lone workers.
- One check-in interval for every job.
- No written, timed plan for a missed check-in.
- Untrained check-in contacts and no backup.
- No end of shift check.
- Allowing high-risk tasks alone.
- Never testing coverage or drilling the escalation steps.

Sign-off

Completed by	Signature	Date

Reviewed by (manager)	Signature	Date

Committee or representative	Signature	Next full review

Need help? Calgary Safety Consultants helps employers set up working alone programs and trains lone workers and check-in contacts. Call 1-888-231-0358 or read the free guide at calgarysafetyconsultants.ca/safety-guides/hazard-management/working-alone/.

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