

## Sample Procedure for Lone Workers

<b>Workplace:</b> Name _____ Address _____ Phone _____	<b>Employer</b> Name _____ Address _____ Phone _____
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### Risk

In this example: Robbery  
 Other procedures would be written for other hazards.

Working alone safety procedures for \_\_\_\_\_  
(Position)

For work between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_  
Hours from to (List days of the week)

Supervisor \_\_\_\_\_

Supervisor will,

- Ensure all workers left alone are trained in communication procedures.
- Ensure worker being left alone is aware of procedures for calling for assistance for suspicious behavior and how to behave in the event of a robbery.
- Ensure emergency numbers are posted and employee is aware of location.

Before leaving every shift supervisor will:

- Ensure communication systems are available and working
- Check that outside lighting is working
- Ensure cash station is visible from the outside
- Ensure less than \$50.00 is left in cash
- Check that video surveillance is on
- Check that signs for minimal cash and surveillance are in place.

Employees will:

- Follow all procedures.
- Remain alert.
- Keep communication system with them at all times.
- Report suspicious activity as directed in procedure.
- Use drop safe to keep cash below \$50.00.
- Call as per procedure at end of shift.
- Report all incidents immediately.

\_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature