**Working Alone or in Isolation Risk Assessment Template**

**Purpose**

The purpose of the Working Alone or in Isolation Risk Assessment template is to comply with the Occupational Health and Safety Regulation (OHSR) 4.20.2 Hazard identification, elimination and control and provide a documented record for conducting a risk assessment to determine the hazards and risks associated with working alone or in isolation and the appropriate check-in time interval.

The risk assessment is to be completed by the supervisor in consultation with the worker assigned to work alone or in isolation. The risk assessment should be based on what is reasonably anticipated for that workplace or work activity. A single risk assessment can be completed for either one worker or a group of workers who perform the exact same tasks; however, if at any time, there is a change in location, timing, equipment, environment or any other factor that could affect the worker’s safety, a new risk assessment will be required and changes to the check-in procedure may be necessary.

**Scope**

This risk assessment template applies to all UBC employees (faculty, staff, and paid students) who have been assigned to work alone or in isolation under the [OHSR Section 4.20.1-4.23](https://www.worksafebc.com/en/law-policy/occupational-health-safety/searchable-ohs-regulation/ohs-regulation/part-04-general-conditions#SectionNumber:4.20.1).

**Definitions**

Check-in Designate

* Refers to the person responsible for checking in on a worker working alone or in isolation. In most cases this is the supervisor.

Risk Assessment

* The process where hazards are identified, their risk evaluated, and controls for the risk are determined to eliminate the hazard or minimize the risk

Supervisor

* Refers to the person directly responsible for overseeing the tasks of the worker and often is the one who assigns the worker to work alone or in isolation

Worker

* Refers to all employees of UBC including faculty, staff, and paid students

Working Alone or in Isolation

* Means to work in circumstances where assistance would not be readily available to the worker

1. in case of an emergency, or
2. in case the worker is injured or in ill health

**Training Requirements**

* Both the Worker and the Check-in Designate must be trained in the [written procedure](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/#What%20do%20you%20need%20in%20place%20if%20a%20worker%20is%20working%20alone%20or%20in%20isolation?) for checking the worker's well-being

**Working Alone or in Isolation Risk Assessment Template**

1. Before using the Risk Assessment Template below, consider the following questions:
2. What is the location where the work will be performed?
3. What are the job/tasks that will be performed?
4. Complete the risk assessment. Refer to the additional tables referenced in Appendix A: Risk Assessment Guidance.
5. Write a procedure for checking a worker’s well-being which includes the time interval between checks and the procedure to follow in case the worker cannot be contacted. See [Working Alone or in Isolation Procedure Template](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/#What%20do%20you%20need%20in%20place%20if%20a%20worker%20is%20working%20alone%20or%20in%20isolation?)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** |
| **Hazards**  **(Table 1)** | **Worst probably injury** | **Likelihood of accident happening**  **(Table 2)** | **Likelihood of disabling injury**  **(Table 3)** | **Likelihood of help available**  **(Table 4)** | **Frequency Rating**  **(C\*D\*E)** | **Recommended Check-in Interval**  **(Table 5)** |
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| --- | --- |
| **Check in Interval** | |
| What is the shortest time interval from column G? |  |
| What is the exact check-in interval that will be used?  *(Indicate on the* [*Working Alone or in Isolation Procedure*](https://srs.ubc.ca/health-safety/safety-programs/personal-safety/workingalone/#What%20do%20you%20need%20in%20place%20if%20a%20worker%20is%20working%20alone%20or%20in%20isolation?)*)* |  |

**Appendix A: Risk Assessment Guidance**

**Table 1:** General examples of workplace hazards

*(This is not an exhaustive list and the supervisor is responsible for listing the detailed site-specific hazards)*

|  |  |  |
| --- | --- | --- |
| **Physical & Mechanical Energy** | **Environment** | **Substances** |
| Sustained/Static/Awkward/  Constrained postures | Temperature/Humidity exposure (heat/cold stress) | Compressed gas, pressurized containers |
| Repetitive movements | Difficult terrain (slopes, cliffs, rocky, slick/wet, etc.) | Corrosive |
| High forces (push, pull, lift) | Weather (strong rain, wind, waves, etc.) | Fumes, vapours, gases |
| Slips, trips and falls | Lighting | Flammable |
| Being caught in or struck by moving machinery or other objects | Wildlife (aggression, toxic, etc.) | Oxidizer |
| Fire or explosions | Workplace violence (public) | Toxic |
| Transportation and vehicle related accidents | Confined Space | Allergens |
| Overhead hazards (objects falling, powerlines, etc.) | Entanglement | Animals, Insects, etc. |
| Heights (falling, ladders, etc.) | Engulfment | Bacteria, viruses |
| Equipment (moving parts, pinch points, nip points, shear points, sharp edges) | Traffic | Blood and bodily fluids |
| Noise |  | Carcinogenic, cytotoxic substances |
| Vibration (Contact stress, etc.) |  | Materials (asbestos, lead, silica, wood dust, etc.) |

**Table 2:** Likelihood of accident occurring(*Referenced from WorkSafeBC*)

|  |  |
| --- | --- |
| **What is the Likelihood of an accident occurring in this situation or location? (Consider past incidents, or those in similar areas)** | **Score** |
| Most likely | 10 |
| Very high likelihood | 8 |
| Quite possible, not unusual | 6 |
| Unusual, not likely | 4 |
| Remote possibility | 2 |
| Extremely remote possibility, but conceivable | 0.5 |
| Practically impossible (one in a million chance) | 0.1 |

**Table 3:** Likelihood of disabling injury(*Referenced from WorkSafeBC*)

|  |  |
| --- | --- |
| **What is the likelihood of a disabling injury resulting from this type of hazard or accident** | **Score** |
| Expected | 10 |
| Probable | 8 |
| Unusual, not expected | 6 |
| Remotely possible | 4 |
| Practically impossible | 2 |

**Table 4:** Likelihood of help being available(*Referenced from WorkSafeBC*)

|  |  |  |
| --- | --- | --- |
| **What is the likelihood of help being available?** | | **Score** |
| Almost Never | Worker is in an isolated area with no one likely to pass by or see the worker for 2 hours or more | 12 |
| Rare | Worker is working in an area where people pass by infrequently, e.g. every 30 to 60 minutes. | 8 |
| Occasionally | Worker is in an area where some people pass by regularly e.g. every 30 minutes or so. | 6 |
| Usual | Worker is not in the constant view of others, but if the worker was unexpectantly gone for any length of time, someone would notice and take action. | 4 |
| Frequently | The Worker is in an area where people pass by often enough that there is a high likelihood of witnesses. | 2 |
| Continuous | The worker is in an area surrounded by a high volume of potential witnesses | 1 |

**Table 5:** Recommended Check-in Interval (*Referenced from WorkSafeBC*). The score in this table is obtained by multiplying the selected values from Table 2, 3, and 4.

|  |  |
| --- | --- |
| **Recommended Check in Interval** | **Score** |
| 4-8 hours | 250- |
| 2-5 hours | 251-400 |
| 0.5-3 hours | 401+ |