

Working Alone Checklist

This checklist is provided as a tool for planning and developing safe operating procedures when individuals must work alone in laboratories, shops or other locations where hazardous materials or processes are in use.

Yes No N/A **Standard Operating Procedures**

The supervisor shall provide an SOP that includes the following information:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | identity of the individual(s) and work location(s); |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | list of the possible risks; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | any required communication systems; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | any procedures developed to eliminate or minimize the identified risks; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | details of how emergency assistance will be obtained in the event of an injury or incident; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | responsibility for maintaining and updated the SOP. |

Employee Training

Each affected employee has been trained on the following:

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | all required training for the location and activity (i.e., lab safety); |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | the SOP developed including specific hazards unique to working alone; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | use and application of any required communication systems; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | procedures to eliminate or minimize any identified risks; and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | details of how emergency assistance will be obtained in the event of an injury or incident. |

Communication

Each supervisor of employees working alone should ensure communications plans are established as follows:

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | method used to report incidents; |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | use of a check in schedule; and/or |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | the frequency for someone to periodically check in on the individual(s). |