

# Safety Checklist for Lone Workers Working Alone



## SAFETY CHECKLIST FOR LONE WORKERS WORKING ALONE

**Instructions:** Complete this Checklist before assigning a worker to work alone in a dangerous or isolated situation.

Yes	No	NA	Risk Identification and Control
			Full name/address of location and nearest emergency services. Address: _____ _____ _____ Emergency services: _____, _____, _____
			Is there safe access in and out of the work site'
			Risk assessment completed and hazards (both present and possible) identified for the job/task and the environment/location.
			Does work involve: [ ] Use of hazardous substances [ ] Working at heights [ ] Manual materials handling [ ] Radiation or lasers [ ] Gas, electricity, water [ ] Moving parts [ ] Sharps, needles, power/hand tools
			Clear instructions of job/task to be completed.
			Instructions and discussion of hazards and how to eliminate, minimize, protect against.
			Security procedures specific to location discussed.
			Lone worker has received first aid training.
			First aid kit stocked and available.
Yes	No	NA	Communication and Monitoring
			Overall physical and mental state of worker is such that they can safely perform their job. (cold, headache, any meds being taken ' both OTC and RX, etc.)
			Communication methods established, explained, and operational.
			Check-in times established and agreed upon by supervisor and employee.

			Monitoring device, if provided, fully charged/functional and on worker.
			Worker knows who to contact in an emergency (aside from emergency services). Name/s: _____, _____, _____ Contact info: _____, _____, _____
			Expected Start Time: _____ Expected Stop Time: _____
			Any visitors expected at the location' Name/s: _____, _____, _____ Contact info: _____, _____, _____
<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>PPE and Equipment</b>
			List PPE required and on site: _____ _____ _____
			Necessary tools on site and in good condition. _____ _____ _____
			Vehicle and equipment inspected and in safe working condition.

**Supervisor:** \_\_\_\_\_

**Worker:** \_\_\_\_\_

**Date:** \_\_\_\_\_