

Reviewed: MAY 20.2025

Applies To: All office-based employees who may work alone, particularly after hours.

1. Purpose

The purpose of this policy is to ensure the safety of employees who work alone in the office, especially outside regular working hours. This policy outlines the procedures to minimize risks associated with working alone and to ensure compliance with Ontario's Occupational Health and Safety Act (OHSA).

2. Definition of Lone Work

A "lone worker" is defined as any employee who works without direct supervision or without the presence of another colleague in the immediate vicinity. This includes staying in the office before or after normal business hours or during weekends.

3. Scope

This policy applies to all staff who:

- Choose or are required to work late,
- Arrive early or work on weekends/holidays,
- Are present in the office when no other staff are around.

4. Risks Associated with Lone Working

Potential hazards include:

- Medical emergencies or injuries,
- Fire or other emergencies,
- Security threats or unauthorized access,
- Stress, anxiety, or fatigue from isolation.

5. Responsibilities

Management Responsibilities

- Conduct risk assessments related to lone working.
- Provide training and awareness of lone worker procedures.

- Ensure security systems (alarms, locks, lighting) are in place.
- Maintain communication systems for check-ins.

Employee Responsibilities

- Follow the lone worker procedures outlined in this policy.
- Notify a manager or designated contact before and after working alone.
- Avoid high-risk tasks while working alone (e.g., lifting heavy items, ladder use).
- Report any incidents or unsafe conditions immediately.

6. Procedures

Before Working Alone:

- Get approval from your supervisor if outside regular hours.
- Notify a designated contact person of your:
 - Expected start and end time,
 - Location in the office,
 - Emergency contact info.

While Working Alone:

- Keep your mobile phone or office phone nearby and charged.
- Keep doors locked after business hours.
- Do not allow unauthorized individuals into the office.
- Refrain from performing high-risk activities.

Check-In System:

- Employees must check in via [phone/text/app/email] at designated intervals (e.g., every 90 minutes).
- The check-in contact must respond promptly; if contact is not made within 15 minutes of a missed check-in, emergency procedures may be initiated.

In Case of Emergency:

- Call 911 if you feel unsafe or require medical attention.
- Notify your designated contact or manager as soon as possible.
- Follow posted evacuation procedures in the office.

7. Security Measures

- Emergency contact numbers are posted visibly in the office.



Lone Worker Policy

Effective Date:
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- Building entry should be restricted to authorized employees using access cards or keys.

8. Training

Employees who work alone will receive training on this policy and related emergency procedures.

9. Policy Review

This policy will be reviewed annually or whenever workplace conditions change that could affect lone work safety.

10. Acknowledgment

Employees who work alone must read, understand, and sign this policy before being permitted to work alone.

Employee Name: _____

Signature: _____

Date: _____