



Working Alone or In Isolation: Assessment of Potential Risks/Hazards

Employee Name:	
Position:	
Work Location:	
Department:	
Supervisor:	
Date:	

Access	Yes	No	N/A
Is alternative access to the building blocked (aside from fire exits)?			
Are there bushes, or unlit/overgrown areas, where someone could hide?			
Are any access areas not visible to employees?			
Are unoccupied rooms locked?			
Signage and emergency information	Yes	No	N/A
Are emergency numbers posted in a prominent place or on phones?			
Are robbery prevention signs prominently displayed? (For example: "Area monitored by video camera," "Office has less than \$40 after dark".)			
Equipment and tools	Yes	No	N/A
Can anyone grab and use equipment, tools or other items as weapons against employees?			
Are equipment and tools locked away when not in use?			
Security guards and equipment	Yes	No	N/A
Are there door alarms to alert employees that someone is entering the office?			
Are security guards or buddy systems available at your location?			
Is a closed-circuit television or surveillance camera installed?			
Front line service	Yes	No	N/A
Do employees acknowledge persons entering the work area with a friendly greeting, smile, and make eye contact?			

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<i>Employees working alone</i>	Yes	No	N/A
Does someone contact employees regularly to ensure that they are okay, as required by the OHS Regulation?			
Is there a plan if the employee does not respond to a contact such as a phone check, as required by the OHS Regulation?			
Are back doors ever open or unlocked when an employee is alone?			
Do employees conduct any job duties outside & alone at night?			
Are these duties conducted in a well-lit place?			
Does the employee have someone to call to inform that they will be conducting a potentially hazardous activity?			
Is this person able to call the employee after an estimated amount of time to confirm that the employee is okay?			
Is an employee working alone required to complete certain tasks, such as work from a ladder, or work with hazardous substances, that may expose the employee to a hazard?			
Could some or all of these activities be done when another employee is present instead?			
List activities that an employee working alone is required to do that may expose that employee to a hazard:			
<i>Handling money and deposits</i>	Yes	No	N/A
Are cash-handling areas positioned away from entries and exits?			
Is it standard practice to keep as little cash in the till as possible?			
Are large bills put into a drop box, safe, or strong room out of sight?			
If there are counter safes, are they fitted with time-delay locks?			
Do employees make deposits at night or alone?			
When employees make deposits together, do they face in opposite directions to keep an eye on the surroundings?			
Does the time and routine for making deposits vary from day to day to make it less predictable?			

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<i>Handling money and deposits</i>	Yes	No	N/A
Do employees transport cash in a bag that has the company logo or otherwise makes it obvious that they are carrying cash?			
If multiple cash registers, are those nearest the entry closed first?			
<i>Files and records</i>	Yes	No	N/A
Are confidential files and records kept in a locked room?			
Are filing cabinets containing confidential records locked?			
<i>Opening and closing</i>	Yes	No	N/A
Do employees work in pairs at opening and closing, especially when doing the rounds at the end of a shift?			
Do your written procedures for opening and closing emphasize personal safety?			
<i>Travelling to and from work</i>	Yes	No	N/A
Do employees have the option of asking for an escort to walk to their cars?			
Can employees park nearby and within sight, especially at night?			
Is evening or night parking available for employees in nearby spaces?			
Is evening or night parking available in an area monitored by security surveillance or staffed by an attendant?			
<i>Regular checks</i>	Yes	No	N/A
Are risk assessments conducted for violence and working alone annually or whenever there are significant changes in your workplace?			
Are risk assessments conducted whenever there is an incident involving violence or a worker working alone?			
<i>Other Potential Risks or Hazards</i>			