	Administrative Procedure	
	Working Alone	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**January 26, 2026**
	Revision Date(s):	
	Review Date:	
	External References • *The Saskatchewan Employment Act (SEA)* • *The Occupational Health and Safety Regulations, 2020*	
	Internal References • Working Alone AP Questions and Answers • Working Alone or in Isolation Risk Assessment Template • Working Alone or in Isolation Communication Check-In Plan • Remote Work AP	

Purpose

Sask DLC employees could be working alone or in relative isolation, whether regularly or on an occasional basis. This includes working without close or direct supervision by themselves, without colleagues or in isolated work areas where assistance is not readily available to the worker in the event of injury, ill health or emergency. This procedure establishes requirements for the identification, assessment, and management of risks associated with employees working alone or in relative isolation.

Scope

- This policy outlines minimum requirements and applies to all Sask DLC employees, contractors and consultants who may be required to work alone or without direct supervision on Sask DLC or school division premises, or off-site while conducting Sask DLC business, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.
- This procedure does not apply to standard remote work from home situations (consult the Remote Work AP) where employees perform routine office duties. Remote work is only subject to this procedure when a risk assessment identifies specific hazards or the location is significantly isolated with limited emergency access.
- For additional guidance on applying this administrative procedure refer to the Working Alone: Questions and Answers document. Supervisors seeking further assistance can reach out for additional resources to their designated HR Consultant or submit a support ticket requesting Working Alone AP guidance materials via Other HR Inquiries: Sask DLC Staff Support Services.

Policy Statement

- Sask DLC will avoid lone work where reasonably practicable. Where lone work is required, safeguards and procedures will be implemented to minimize risk.

- Sask DLC is committed to protecting health, safety, and well-being of employees who are required to work alone or in relative isolation and minimizing associated risks.

Procedures

1. Lone work authorization

a. Employees must notify their supervisor in advance when they will be working alone, including location, duration, and tasks to be performed.

b. Supervisor will conduct a risk assessment and ensure appropriate controls are in place for the impacted employee. Supervisors will consult local Occupational Health Committee (OHC) or health and safety representative as required to support risk assessment activities.

c. Working alone may be modified, restricted or prohibited based on risk assessment outcomes.

2. Risk assessment

a. Prior to an employee starting to work alone or in isolation, a supervisor must complete risk assessment and fill out the Working Alone or in Isolation Risk Assessment Template.

b. A supervisor will consult the impacted employee during the risk assessment process.

c. The risk assessment must be based on what is reasonably anticipated for the specific workplace or work activity. Risk assessment scores must be supported by documented evidence such as workplace inspection records, prior incident reports, and information provided by the employee.

d. A risk assessment must be completed for each employee performing lone work, unless a group of employees is performing identical work tasks at the same type of location.

e. For recurring lone work — such as during school break periods — a previously completed Risk Assessment and Communication Check-In Plan may be carried forward without repeating the full assessment process, provided all of the following conditions are met:

   i. the work location is the same as that covered by the prior assessment;

   ii. the tasks and duties to be performed remain unchanged;

   iii. the employee is the same individual named in the original documents;

   iv. the equipment and work environment have not changed; and

   v. no new hazards have been identified since the last assessment was completed.

   If any of the above conditions are not met, or if changes to the work environment arise that could affect employee safety, a new risk assessment must be conducted and updates to the check-in procedure may be required.

   Where documentation is reused, the supervisor must review the original Risk Assessment and Communication Check-In Plan in full, confirm the employee's understanding of the plan in writing, and retain that confirmation on file.

3. Control measures

a. Where hazards are identified through the risk assessment, the supervisor must determine and implement appropriate controls before lone work begins. Control measures may include but are not limited to:

   i. physical controls such as access controls or adequate lighting;

   ii. administrative controls such as modifying tasks, limiting work duration, or restricting access to certain areas;

   iii. training and equipment controls such as first aid training, personal protective equipment, or emergency response procedures; or

   iv. communication controls such as use of available communication channels.

b. Where a hazard has not been previously addressed, it must be referred to the local OHC or health and safety representative for review.

c. Increasing check-in frequency should only be applied after all other feasible hazard controls have been considered or implemented. The check-in interval must reflect residual risk — the risk remaining after all controls have been applied — not the original uncontrolled risk level.

d. Once controls are selected or implemented, the supervisor must re-score each hazard based on residual risk before establishing the check-in interval.

e. If an employee is required to travel to another location different from their usual workplace to perform work, they must carry a means of electronic of phone communication.

4. Communication system

a. Based on results of the risk assessment, a supervisor in collaboration with an employee must develop a Working Alone or in Isolation Communication Check-In Plan. The purpose of this plan is to comply with *The Occupational Health and Safety Regulations*, *2020* and provide a documented record for checking the well-being of an employee assigned to work alone or in isolation. It is the supervisor's responsibility to confirm that an employee understands and follows the plan.

b. If a supervisor is not available to conduct regular check-ins with an employee, they shall assign this responsibility to the Check-In Designate. The supervisor will ensure that Check-In Designate is aware of the working alone situation, has access to relevant documents and understands procedures.

5. Emergency procedures

a. Supervisor will ensure the employee is aware of the relevant emergency procedures, including responses to medical emergencies, violent situations, fires and weather-related risks.

b. In case of an emergency, the employee who is working alone must:

   i. Contact 911;

   ii. Follow posted emergency and evacuation procedures on location;

   iii. Notify supervisor as soon as possible.

6. **Incident reporting**

   a. All incidents, near-misses or safety concerns involving working alone or in isolation must be reported in accordance with Sask DLC incident reporting process via Incident/Injury Report: Sask DLC Staff Support Services and investigated as required.

7. **Confidentiality**

   a. The privacy of employees will be respected. The personal information collected for the administration of this policy will only be used by or disclosed to individuals who need the information to perform the duties of their position. The amount of information shall be limited to that which is reasonably required to achieve the purpose. Individuals who have been given access to information are responsible to:

      i. treat the information as confidential and shall not further disclose the information to any other party;

      ii. use the information only for the purpose of providing a service or making a decision; and,

      iii. safeguard the information from further access (whether intentional or unintentional).

8. **Records keeping**

   a. Supervisors are responsible for retaining and filing all documentation related to working alone or in isolation. Upon completion of the risk assessment process, the following documents must be saved and filed:

      i. Working Alone or in Isolation Risk Assessment;

      ii. record of corrective action taken to address any identified hazards, where applicable; and

      iii. Working Alone or in Isolation Communication Check-In Plan.

   b. Documents must be saved in PDF format and submitted to the employee's personnel file by submitting a Sask DLC Staff Support Service Request via Other HR Inquiries: Sask DLC Staff Support Services, attaching the relevant documents and requesting they be added to the employee's personnel file in accordance with the Working Alone or in Isolation AP.

   c. Check-in records, whether digital or handwritten, must be retained by the supervisor and are subject to the same filing requirements.

Roles and Responsibilities

   a. Sask DLC is responsible to:

      i. communicate and implement this procedure.

      ii. provide health and safety education and training relevant to Sask DLC's work environment hazards.

      iii. provide employees with an effective means of communication with the employer or a person designated by the employer.

      iv. ensure personal protective equipment (PPE) is available to employees as required.

v. regularly review the Working Alone administrative procedure and associated tools. Upon review, any necessary updates will be made to ensure that the procedure and related tools continue to be relevant and provide appropriate safety measures for employees.

b. Supervisor is responsible to:

i. advise employees of the procedure.

ii. identify all employees who are required to work alone or in isolation to ensure they know the associated risks.

iii. complete a risk assessment prior to lone work beginning, reviewing and documenting evidence to support the assessment and determine required controls.

iv. determine and implement appropriate control measures before lone work begins, and referring any unaddressed hazards to the local OHC or health and safety representative.

v. re-score each hazard based on residual risk once controls are selected and implemented, before establishing the check-in interval.

vi. develop the Communication Check-In Plan in collaboration with the employee, and ensuring the employee understands and acknowledges the plan in writing.

vii. assign a Check-In Designate if unavailable to conduct check-ins, and ensuring the designate is informed of the situation, has access to all relevant documents, and understands the procedures.

viii. ensure employees are aware of emergency procedures, relevant administrative procedures and have access to required OHC documentation.

ix. file and retain relevant documentation as per the Records Keeping section.

c. Employee, who is a lone worker is responsible to:

i. inform the supervisor if occasional lone work or work in isolation is required.

ii. cooperate with their supervisor in the risk assessment process by providing relevant information about the work environment, tasks and any hazards related to the work tasks.

iii. communicate any unsafe conditions to the supervisor promptly.

iv. follow the working alone controls and procedures as agreed with the supervisor. including adhering to the established check-in interval. The check-in interval is established by the supervisor based on the scored risk assessment and may only be changed with the supervisor's documented approval.

v. ensure the designated communication tool (e.g., telephone, email, MS Teams) is operable.

vi. conduct check-ins as scheduled and in accordance with the Communication Check-In Plan.

vii. follow all job procedures, Sask DLC administrative procedures and processes and use proper PPE where applicable.

d. Check-In Designate is responsible to:

i. understand this procedure and follow the documented Communication Check-In Plan.

ii. perform, record and archive check-ins.

iii. ensure the communication tool (e.g. telephone, MS Teams, email, SMS) is operable and capable of completing the check-in procedure.

Definitions

Working Alone or in Isolation: Refers to working at a worksite as the only worker at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

Check-in Designate: Refers to the person responsible for checking in on a worker working alone or in isolation. In most cases, this should be the worker's supervisor.