

When you find yourself alone in the workplace because you:

- work early or late hours,
- work at mobile remote sites,
- provide services on the go,

You must keep yourself safe by following your own gut instinct, and following your employers established safety procedures.

## Devise Safety Solutions

Perform a walk-through with your employer to identify the potential hazards you may encounter while performing your duties. Once the hazards are identified, devise safety solutions to control or eliminate the situation. Some solutions may include:

- Personal panic alarms
- Sensored path lighting
- Security cameras
- Walkie Talkies/Cell phones

Create and implement procedures for locking doors, patrolling areas, identifying your location. Make these procedures available to all employees working on off-hours or remotely.

## Check-in System

Have a check-in system in place to identify your location or destination, intended routes and estimated time of arrival. Communicate this information when you will be alone on the job. Check all forms of communication before—and after every shift to be sure all methods of communication are in working order, such as:

- Landlines
- Cell phones

- Walkie Talkies
- Two-way radios
- Email

If you are working in a cement building, basement or very remote location, your wireless connection may be interrupted so be sure to choose best method of communication for your environment.

## Emergency Safety Protocol

Emergency safety protocol should also be considered when developing your new procedures. In case back up assistance is needed; a contact protocol should also be developed to ensure help can be contacted. Know the phone numbers, business hours, and locations of your nearest police/fire station and hospital or clinic.

Make sure the designated employees are trained and aware of their responsibilities should an emergency arise. Have the necessary emergency equipment on hand to administer immediate assistance if needed:

- First aid kits
- Automated External Defibrillator (AED)
- Survival Kits

If everyone is aware of the protocol and procedure and what to do in an emergency, everyone will have the tools to remain safe no matter what situations arise.