

Policy Area: Health and Safety	Number: 4.5
Title of Policy: Working Alone	Approved by: Adrienne Sabourin
Effective Date: 1993	
Approved Date: 1993	
Revision Date: May 30, 2019	

1. Rationale or background to policy:

Employees are provided with information on their individuals and how to respond to a crisis situation

2. Policy Statement:

Calgary Progressive Lifestyles Foundation emphasizes the importance of employee safety and provides employees with the necessary information to provide support.

3. Procedures:

Some best practices are common to all working alone situations. These include proper employee training and having an effective communications system so that employees who are working alone can easily contact someone in case of an emergency. These measures are effective in reducing the risk associated with working alone.

Strategies for Working Alone

- Case Manager will keep Client profile sheet updated.
- Employees have access to the after hours reporting line
- Employees are aware of potential risks, protocols, or support plans in place
- In residential placements contractors are encouraged to connect with their neighbours
- If a situations arises where the employee/contractor feels their safety is at risk they are to contact Calgary Police Services.
- CPLF provides employees/contractors the opportunity to express if they have safety concerns about working alone on their performance development.