March 24, 2020

**Working Alone**

All employees working alone on the Nanaimo campus outside regular business hours (i.e. weekends and evenings) are required to advise Campus Security at 250-753-3812 when they arrive on campus and when they leave. Regional Campus locations should establish local guidelines to ensure that people working on-campus after hours have a similar check-in procedure.

When contacting Security, please provide the following information:

* your name and the location where the work will be carried out (i.e. your office);
* your contact telephone number (if available – i.e. you will be working near a telephone);
* the general nature of the activity you will be doing (e.g. office work, laboratory work, shop work, etc.);
* whether this activity involves the use of equipment, machinery, potentially hazardous chemicals, and/or specialized facilities;
* estimated duration of this activity.

Depending on the circumstances and information provided, Security will periodically check on the well being of the employee who is working alone after hours. The time interval between checks will vary, depending on:

1. the location of the work;
2. the potential hazard involved; and
3. the availability of assistance in the event of personal difficulties.

Security must be aware of your location should another type of emergency occur (i.e. fire, toxic spill, earthquake). Any failure to make contact at the prescribed interval, by either Security or the employee, would result in a physical check of the last known area by Security to ensure that the employee has not been injured or somehow become disabled. Please ensure that you notify Security when you leave campus.

Employees who are traveling alone on University business should have a pre-arranged contact person (e.g. another employee, area secretary, family member, etc.) with whom they check in regularly while away. Any failure to make contact at the prescribed interval should result in a further response (e.g. contacting last known location, contacting supervisor, contacting police, etc.) to determine if the person has been injured or somehow disabled. This is particularly important during winter travel.

Any inquiries about this requirement or request for assistance in the development of check-in procedures or assessment of hazards can contact Health and Safety Services at safety@viu.bc.ca