

SAMPLE

Code of Practice - Working alone

PURPOSE

The purpose of this procedure is to provide a code of practice for employees who find themselves working after hours.

SCOPE

The procedure applies to all employees who work after hours.

PROCEDURE STATEMENTS

1.0 General

The following safe work practices will establish a minimum standard for working after hours. The employer, depending on the location in the province, may require additional specific actions, and these will be documented within each specific department.

2.0 Review Schedule

Code of practice procedures will be reviewed by the employer at orientation and then annually.

3.0 Safe Work Practices

When working after hours:

- Vehicles must be parked in a common area (example: front of building).
- Before exiting your vehicle, perform a visual check of the parking lot to ensure that it is safe.
- Hold your keys as to be ready to defend yourself if needed.
- Upon leaving the vehicle to enter the building, ensure that all doors are locked.
- Enter the building through the main door and complete the required security process or the building.
- Employers will provide a list of emergency numbers, which will be kept close to the phone. This list will include the building's civic address.
- Ensure all doors are locked behind you.
- Ensure that office lights are on while you are at work. This includes corridors, bathrooms and stairwells.

PROCEDURE

- Call a friend or family member when you arrive and just before you leave. Indicate how long you will be at work, and when you expect to leave.
- Before you leave, remember to shut down any equipment used.
- If it is dark when you leave, conduct a visual check of the parking lot before going to your vehicle.
- Ensure your keys are easily accessible for your vehicle as you leave the building.

General safe work practices for working after hours are:

- Do not enter any confined or closed areas unless required.
- Ensure you are familiar with all exits and emergency procedures.
- Do not leave any valuables in the open.
- Always check your work area for obvious hazards.
- Avoid anyone who is unfamiliar, and call for assistance.