



# Lone Worker Safety Program Worksheet



*Taking on the task of building your lone worker safety program can feel overwhelming. Establishing a checklist of relevant actions will help you pinpoint needs, frame your strategy, and ensure your program covers all the bases.*

## **1 IDENTIFY CHALLENGES AND THREATS**

Conduct an audit of the challenges (including threats) you and your people might face to help inform the focus of your safety program:

Challenge 1:

Challenge 2:

Challenge 3:

Others:

## **2 DETERMINE WHO'S AT RISK**

Some departments and roles are more vulnerable than others. Beyond lone workers, identify who could benefit most from your safety program:

Group 1:

Group 2:

Group 3:

Others:

### **3 ANALYZE IMPACT**

Detail the specific repercussions of an incident occurring. This will help focus your efforts on areas that demand attention:

### **4 ESTABLISH SAFETY PROGRAM PURPOSE**

Given the challenges and associated impacts, think through your organization's specific needs for a lone worker safety program. List out the overall objective/goals:

**Objective 1:**

**Objective 2:**

**Objective 3:**

## **5 ID CURRENT SHORTFALLS AND GAPS**

Based on the risks identified and their impacts, decide what is missing from your current plan. What are the major areas of improvement?

**Area 1:**

**Area 2:**

**Other:**

## **6 ASSIGN ROLES & RESPONSIBILITIES**

Who are the main decision makers and points of contact? You'll also want to delegate responsibilities and capture what's expected of employees/supervisors. Your final plan should have the buy-in of all responsible groups, including representatives from each group identified in step 2.

**a. Program lead:**

**b. Trainer(s):**

**c. Front-line supervisors:**

**d. Reporting:**

**e. Quality Control:**

**f. IT (if applicable):**

**g. Risk management:**

**h. Employee Assistance Program or HR Lead:**

## **7 INVENTORY COMPANY RESOURCES**

What resources do you currently have vs. what needs to be obtained? Be proactive and assess your resources ahead of time:

## **8 DEFINE REPORTING REQUIREMENTS**

Establish what incidents should be reported, who should report them, and how they should be submitted:

## **9 CONDUCT TECHNOLOGY AUDIT**

Consider if new technology will require a change in behavior. You'll also need to determine communication equipment needs (visible/audible deterrent) and the ease of initiating a request for help:

## **10 TEST YOUR PROGRAM**

Once your safety program is built out, you'll want to establish a testing schedule (quarterly vs. annual) and specific drills you should run:

## **11 MEASURE SUCCESS**

What metrics will you use to evaluate the effectiveness of your safety program? Beyond lone worker safety, how will you measure success?



## Keep Your Lone Workers Safe In The Field

Give your distributed workforce a faster, reliable way to signal for help from your team or law enforcement.

AlertMedia helps you protect your most vulnerable people while they are isolated or in higher-risk situations. We provide the most comprehensive solution for employee safety—combining powerful mass notification capabilities with the support of a 24/7 monitoring team and direct connection to law enforcement through our safety monitoring app.



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Arm employees with a reliable, discreet panic button on their mobile phones that alerts our 24/7 monitoring team to send help to their exact location.



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Automatically receive alerts while simultaneously notifying law enforcement if employees are unable to confirm their safety before their timed session expires.



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