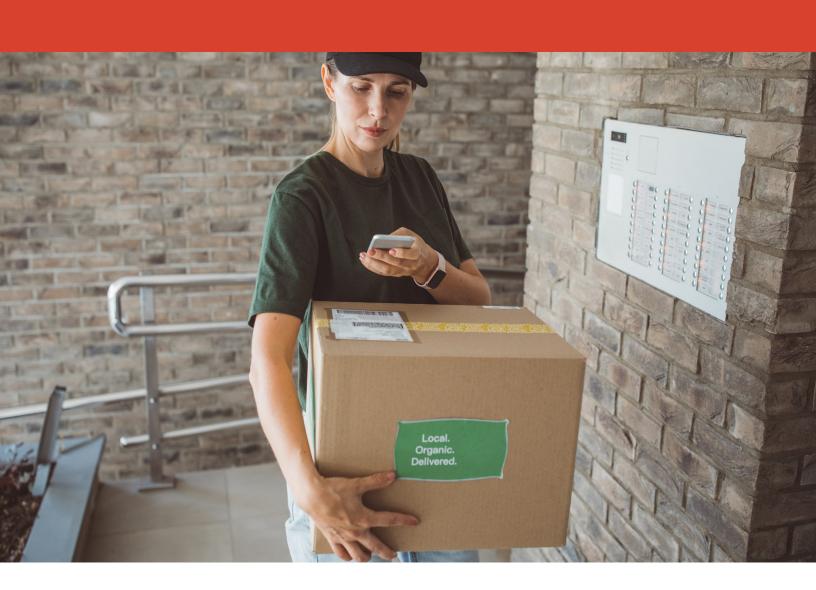


Lone Worker Safety Program Worksheet





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?



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