Sample Procedure for Regular Person Checks



This section describes procedures for checking on the well-being of an employee working alone.

You will be contacted by: _____

They will contact you:

- ☐ in person
- ☐ by telephone
- ☐ other method: _____

They will contact you:

- ☐ every 30 minutes
- ☐ every hour
- ☐ every 2 hours
- ☐ at end of shift

You will attempt to call the contact person within five minutes if you were not available at the predetermined person-check time.

If your contact person cannot reach you at one of these predetermined times, he or she will make another attempt within five minutes. If your contact person still cannot reach you after the second attempt, he or she will do the following:

1. Call the neighbouring store (if there is one) and have someone check on you.
2. Call the owner or manager of your store, and send someone to your work location if there are no neighbours.
3. If necessary, call 9-1-1 and request help at your location.

Emergency information

In case of an emergency (for example, fire, earthquake, flood, or a bomb threat) call the following person:

Contact name: _____

Contact phone number: _____

Record of checks

Date	Time	Initials	Comments or issues

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