

Working Alone:

- If you can avoid working alone, do so.
- If you must work alone, obtain your supervisor's permission and follow your departmental policy.
- If you must work alone, you must ensure you have completed all relevant safety training and it is documented.
- During normal business hours, if you must work alone in a remote or isolated area, ensure that your supervisor knows where you are. Establish a "check-in schedule": you will check-in and someone will follow-up at regular intervals.
- Outside normal business hours, ALWAYS check in with Security first, and establish a "check-in schedule".
- Outside normal business hours, avoid working alone if you are handling hazardous chemicals or operating hazardous equipment.

Resources

Security Services: Just a phone call away!

Service	Barrie	Orillia	Thunder Bay
Non-emergency (Safe Walk, Keep In Touch, nonemergent reporting)	5 Ross: (705) 330-4010 Ext. 3200 24 Maple: (705) 330-4010 Ext. 3100	Main Campus: (705) 330-4010 Ext. 2009 Heritage Place: (705) 330-4027	(807) 343-8010 Ext. 8569
Emergency Assistance	(705) 330-4010 Ext 4911	(705) 330-4028 Or 3911 from a campus phone	(807) 343-8911 Or 8911 from a campus phone