

TRU Campus's General Risk Assessment – Working Alone/Isolation

Risk Rank	Low Risk Assistance is readily available <u>and</u> work activities/environment are low hazard.	Moderate Risk Assistance may not be readily available <u>and</u> work activities/environment are moderately hazardous.	High Risk Assistance is not readily available <u>and</u> work activities/environment are high risk/high hazard.
Examples & Requirements Work Activities/Environments	Office/clerical/administrative* General day to day work in an office setting is low risk. <small>*Note: WorkSafe BC does not consider office workers who decide to come to work early, stay late or come in on a day off to be working alone or in isolation.</small>	Facilities work, Trades, Butcher Shop, CL2 lab, Research labs*, Chemical Prep, shops, studios. <small>*Note: research dependent/task dependent. All of the above will have variance based off task.</small>	Any activity involving the use of hazardous materials (i.e. chemicals, biohazards, radioactive materials etc.), confined space, working at heights, high voltage, diving, boating, ATVs, operating mobile equipment, work requiring Lock Out etc.
Classification Exceptions may exist across campus and if a department feels that this is the case due to the specific nature of the department/a job task, they can complete a risk assessment and collaborate with OSEM to ensure an appropriate plan is in place.	Working alone requirements are not applicable and do not have to be followed. Departments can choose to adopt the requirements on a case by case basis.	Working Alone requirements are applicable and must be followed.	Special classification.
Further requirements	Review the Best Practices and Additional Resources document with your department.	Review the Working Alone Program, complete a risk assessment and ensure workers have completed the required training.	Working alone is NOT permitted due to the risk level OR A safety plan, detailing the steps (controls) that MUST be taken to reduce or eliminate the risks.

Controls in place across campus:

Kamloops – 24/7 security, digital communication (emails, teams, cell phones), phones, emergency phones, CCTV, TRUSafe App (include the Working Alone module), 911 – close to EM services.

Williams Lake – scheduled security check ins, emergency phones, digital communication (emails, teams, cell phones), small campus, phones, CCTV, TRUSafe App (including the Working Alone module), 911 – close to EM services.

Note: Supervisors who are uncertain about the risk level of a particular job or activity in their department should contact OSEM for advice and support.