

# Sample Check-in Procedure\*

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 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:

1. Call a 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:

Contact name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

## Record of checks

Date	Time	Initials	Comments or issues

\* Adapted from the WorkSafeBC booklet *Working Alone: A Handbook for Small Businesses*