



THE UNIVERSITY OF WINNIPEG

Safe Work Procedure: Remote Work – Working Alone

Facility:	Written by:	Reviewed by:	Date Created:	Date of last revision:				
All UWinnipeg workers approved for remote work	Kevin Smith	Marni Yasumatsu	2021/06/17	2021/07/28				
Hazards Present:	Personal Protective Devices		Additional Training Requirements:					
Musculoskeletal Injury Fire Sudden Medical Event			Proper hand washing.					
Notes								
If the worker believes that they cannot complete the task by following the SWP, or that there may be other hazards that the SWP does not address, they must stop work and report to their immediate supervisor and to the Safety Office. The Safety Office will work with the supervisor and the Health and Wellness Specialist to determine if an accommodation is reasonably practicable.								
Safe Work Procedure:								
<p><u>These guidelines are paramount and will help reduce the risk of injury while working alone.</u></p> <ul style="list-style-type: none">• Create a check in system with your supervisor by using either the UW Safe app, phone call, text message, or email. Check in with your supervisor at the agreed times. This way your supervisor is aware of your well-being. If you fail to check in at any point, your supervisor will check in with you (or a designated emergency contact) directly to confirm your well-being, and if you do not respond, they will alert EMS/9-1-1.• Clear entrances/exits and floor surfaces of clutter.• Clear all excessive fire loads.• Unplug all unnecessary cords from the outlet. Do not use extension cords in a permanent manner.• Stand up every hour to stretch and rest your eyes. Apply the 20/20/20 Rule throughout the day to help with eye strain. Look 20 feet away, for 20 seconds, every 20 minutes.• Clean up any spills immediately after they occur to avoid slips.• Use handrail when taking the stairs to avoid falls.• Perform routine practices (proper handwashing).• Do not have visitors over during work hours.								
If an emergency situation occurs while conducting this task, follow emergency procedure REPORT ANY HAZARDOUS SITUATION OR INJURY TO YOUR SUPERVISOR								
Guidance documents/standards/legislative requirements: W210/06 Workplace Safety and Health Act M.R 217/2006 Workplace Safety and Health Regulation Part 2.1 Safe Work Procedures Part 4 General Workplace Requirements s4.5(1)-4.5(2) Part 5 First Aid Part 8 Musculoskeletal Injuries Part 9 Working Alone or in Isolation Part 13 Entrances, Exits, Stairways and Ladders s13.1(1)-13.1(2) University Policies: Subject: Safety and Health Policy			Employee name: _____ Employee signature: _____ Date of review: _____					