



MISSISSIPPI STATE UNIVERSITY™  
EXTENSION

# MSU DAWG TRACKS

A big part of safety on the job is watching out for each other. But what if you are working alone? What if, as a supervisor, you send an employee off to perform a job task alone? Regardless, there is a responsibility to protect workers whether they're surrounded by colleagues or alone on an assignment.

A lone worker (as we think of today) could be that essential employee keeping necessary task completed within the department, someone on a tractor in a back pasture, someone coming into the office/lab at night, or even a traveling worker that is away from their home base.

While performing work using at least the "buddy system" is always best, it is not always possible. The following tips can help make working alone or in unfamiliar environments safer.

## As a supervisor...

- Conduct a risk assessment to determine if work may even be done safely by a lone worker.
- Ensure the lone worker is very qualified and has experience in the task being performed.
- Set limits for what is permissible during lone work.
- Train lone workers on emergency response & establish a clear action plan in the event of an emergency.
- Provide information on high risk geographical areas if travel there is required.
- Know your lone worker's daily plan, including where they will be when.

- Ensure regular contact through periodic visits or via phone/ radio contact.
- Verify that lone workers have returned to fixed base or home after completing a task.

## As a lone worker...

- Do not enter any situation, location, or perform a task where you feel threatened or unsafe.
- Tell your supervisor about any feelings of discomfort or apprehension about an upcoming job task, meeting, or travel arrangement.
- Prepare a daily work plan so everyone knows where and when you are expected somewhere. Share this with your supervisor and family member/friend.
- If traveling, be aware of potential weather conditions & effects it could have.
- Be prepared – have correct tools needed, personal protective equipment, 1<sup>st</sup> aid kit, etc. on hand.
- Always take your cell phone with you, keep it charged, and keep it in a place you can access quickly.
- Be alert and observant of your surroundings at all times.

## Certain work should NOT be done alone...

- In labs with hazardous chemicals or high-risk experiments.
- At heights.
- In confined spaces (such as tanks, grain bins or elevators, culverts, etc.).
- With electricity.
- With hazardous substances or materials.

For more info contact:  
**Leslie Woolington**  
MAFES/MSU-Extension  
Risk Mgmt./Loss Control  
662.325.3204

## Sources:

<http://www.safetyandhealthmagazine.com/articles/12628-lone-worker-safety>  
[https://www.ccohs.ca/oshanswers/hsprograms/workingalone\\_offsite.html](https://www.ccohs.ca/oshanswers/hsprograms/workingalone_offsite.html)