

Sample Check-in Frequency Worksheet*

Use this sample to help you develop your own check-in schedule for workers working alone. The minimum check-in requirement for low-risk activities is a check at the start and end of each shift for all workers.

Instructions

1. Complete a separate worksheet with each worker for each situation and location where they are working alone.
2. Consider which of the common hazards from column A might apply. In column C, identify the injury that would result. Add any other hazards and injuries as necessary.
3. Use Table 1 (next page) to assess the likelihood of the accident (Column D).
4. Use Table 2 (next page) to assess the likelihood that the accident would result in a serious injury (Column E).
5. Use Table 3 (next page) to assess the likelihood of help being available to an injured worker (Column F).
6. Calculate the frequency rating (Column G) by multiplying the numbers in Columns D, E, and F.

250 or less	low check-in frequency (every 4 - 8 hours)
251–400	moderate check-in frequency (every 2 - 5 hours)
401 or more	high frequency (every 30 minutes - 3 hours)

A	B	C	D	E	F	G
Hazard (based on history)	Examples	Worst probable injury	Likelihood of accident happening	Likelihood of disabling injury	Likelihood of help available	Frequency rating (D x E x F)
Slip, trip, or fall	Falls from steps or ladders, tripping while carrying items					
Burns	Contact with hot equipment when cooking or baking					
Struck by items	Items falling from shelves or displays					
Sprain or strain	Straining back while lifting items or reaching					
Cut, struck by, or caught in equipment	Working with large equipment or tools such as mixers or saws					
Chemical spill	Cleaning products or paint supplies					
Threat of violence	Robberies or dealing with angry or irate individuals					
Other						

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

Table 1: What is the likelihood of an accident occurring in this situation or location?	Value
Most likely	10.0
Very high likelihood	8.0
Quite possible, would not be unusual	6.0
Unusual, not likely	4.0
Remote possibility	2.0
Extremely remote possibility but conceivable	0.5
Practically impossible, "one in a million" chance of happening	0.1

Table 2: What is the likelihood of a disabling injury resulting from this type of hazard or accident?	Value
Expected result	10.0
Probable result	8.0
Unusual, not expected	6.0
Remotely possible result	4.0
Practically impossible to result in disabling injury	2.0

Table 3: What is the likelihood of help being available?	Availability	Value
Isolated areas where no one is likely to pass by or see the worker Examples: Warehouse or storage area; cold room or freezer	Never	12.0
Areas where people pass by infrequently Example: Retail stores in rural areas	Rare	8.0
Areas where some people pass by regularly Example: Retail stores in suburban areas, or in malls near closing or late at night	Occasionally	6.0
Areas where the worker is not in constant view of others, but if the worker was unexpectedly gone for any length of time, someone would notice and take action Example: Retail store in a mall or busy street	Usual	4.0
Areas where people pass by often enough that there is a high likelihood of someone witnessing the incident Example: Retail stores in high traffic malls	Frequently	2.0
Areas surrounded by potential witnesses Example: Mall kiosks	Continuous	1.0