

UVIC Campus Risk Assessment

	Low risk Assistance is readily available <u>and</u> work environment/activities are low hazard	Moderate risk Assistance may not be readily available <u>and</u> work environment/activities are moderately hazardous	High risk Assistance is not readily available <u>and</u> work environment/activities are high hazard
Work Environments/ Activities (examples)	*Office, Clerical, Administrative <i>*Note: according to WorkSafeBC, office workers are not considered to be working alone if they decide to come in early, work late or come in on a day-off.</i>	Custodial, Grounds, Trades and Security, particularly after-hours work or when in non-public or isolated areas of campus	Any activities involving the use of hazardous materials (e.g. chemicals, biohazards, radioactive materials) High hazard work including confined space entry, high voltage, working from heights, diving, boating, etc.
Classification	Working Alone requirements do <u>not</u> apply	Working Alone requirements apply	Special Category
Next Steps	Review “Best Practices and Resources” with employees in your department	Review work procedures and implement a written <i>Working Alone Plan</i> for your department	Working alone is <u>not</u> permitted due to risk level OR Steps must be taken to eliminate risks or reduce them to a moderate risk level.

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

