

Stark County Board of Developmental Disabilities

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LONE WORKER

POLICY

The Board is committed to provide a safe and healthy working environment for all employees. The Board recognizes certain jobs may require some employees to work by themselves for significant periods of time without close supervision in the community or in isolated work areas. The Board defines lone workers as an employee whose activities involve all or part of their working time operating in situations without the benefit of interaction with other workers or without direct supervision.

A lone worker may work outside of normal hours; travel in their vehicle; work away from their traditional work areas; or work in an isolated area of a building.

The Board has a duty to assess the risks that employees who work alone may encounter and take steps to eliminate, avoid, or control the risks whenever necessary. Staff training and education that provides employees with information to enable him/her to identify hazards and take appropriate action to avoid them is provided along with what to do to report an incident. The Board will provide lone workers with an electronic monitoring and alert system as a method of ensuring their safety at all times. These safety devices are a reliable way of monitoring and provides employees with a means to call or alert law enforcement when there is an incident and assistance is required.

The Superintendent shall develop procedures to implement this policy.

References: CFR 1915.84(a)(1)(2)(b)

Historical Resolution Information		Reviewer(s):
Date	Resolution Number	Superintendent
10/27/20	10-43-20	Director of Human Resources
12/12/23	12-48-23	

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PROCEDURE

A. Home Visit Preparation

1. Prior to going on a home visit make sure to assess the situation and the potential risks identified with the individual/individuals and/or family members in the home. Consult with other staff (SSAs/IAs/EI) as applicable to determine risks within the home for individuals that you are unfamiliar with.
2. Consult with your supervisor regarding identified risks such as any prior homicidal or suicidal ideation of the individual(s) or family members and any prior or current law enforcement involvement of any person in the home. If you feel uncomfortable with visiting the home, consult with your supervisor.

A. All Home and Community Settings

1. Employees are required to utilize their SafeSignal phone application to begin and end each session while in a home or community setting.
2. Employees should determine the number of staff, individuals, and family members in the home if applicable as well as assess the presence of animals.
3. If there is reason to believe that there is a safety concern at the home or community setting, the employee should bring this matter to their Supervisor's attention. It may be recommended that another person accompany the employee to the home or community setting visit.

B. Arrival at the Home or Community Setting

1. Upon arrival, the employee should increase their situational awareness of their surroundings and begin their SafeSignal phone application session.
2. The employee should increase their awareness level to "yellow" which is a more cautious state.
3. The employee should ensure that there is easy access to leave the home or the community setting. The employee should consider parking on the street if it is free from hazards rather than the driveway to avoid any obstructions while exiting.
4. The employee should make note of all home entries and exits and ensure that the area is well lit outside and inside of the home or community setting.
5. If animals are present, request the home staff or family to safeguard the animal(s) in question.
6. The employee should ensure that he/she can maintain a clear vantage point regarding exits in the home or community setting in case of an emergency. The employee should always have their cell phone in close proximity.

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- C. Exiting the Home or Community Setting
 1. Remain in “yellow” cautious mode while exiting the home or community setting. Be sure to end your session by using your SafeSignal phone application and keep your cell phone accessible as you walk to your vehicle.
 2. If possible, the employee should use an exit path to their vehicle that is well illuminated.

- D. Isolated Areas of a Building
 1. Any employee who works in an isolated area of a Board building will be accounted for throughout each workshift and at regular intervals appropriate to the job assignment to ensure the employee’s safety and health.
 2. Each employee will also be accounted for at the end of the job assignment or at the end of the workshift, whichever occurs first.

- E. Reporting Incidents
 1. The SafeSignal phone application will automatically notify the employee’s supervisor if an alarm is activated during a session. In the event of an actual emergency, 911 will be dispatched to the location.
 2. A blue incident form should be completed and submitted to Human Resources in the event of an actual emergency.
 3. A debrief will be conducted within 24 hours of all actual emergencies.