

Appendix III-G10-2

Sample Working Alone Daily Log
Working Alone Daily Log for (date) _____

Employee Name: _____
Completed By: _____

Site #1 Site #2 Site #3 Site #4

Work Site	waste disposal site	sewage pump outs	PWE garage
Activity	man site	sewage pump outs	maintenance
Start - call in time	8:00am	9:55am	2:30pm
Expected Duration of Work at Site	2 hours (10:00am)	3 hours (2:00pm)	1 1/2 hours (4:00pm)
Called in time to Revise Duration		2:00 requires 1/2hr	
Completion - call in time	9:55am	2:30pm	4:05pm
End of Work Day - call in time			4:05pm

Note: If the employee has not made contact by the agreed upon time, steps should be taken to locate the employee.