Department of Global Public Health
Work Environment Group

2025-09-11

Procedure for solitary work – office environment (evenings and weekends)

Purpose:

To ensure safe and secure solitary working in an office environment outside regular working hours, without unnecessarily burdening the manager. If the manager wishes to be informed on each occasion of solitary work, they should of course always be notified.

1. ### Risk assessment before work

    Before solitary work can be permitted, a risk assessment must be carried out. The assessment can be done individually and/or for the entire work group. It is recommended to use KI's template "Risk assessment for solitary work in offices".

2. Preparations before work

Inform a colleague or a close contact (family member or friend) about:

- That you will be working alone in the office.
- What time you plan to arrive and leave.
- The address and specific location where you will be.

Check technical equipment:

- Mobile phone is charged and functioning.
- Any alarm system or access card is working properly.

3. During work

Maintain regular contact with your colleague or close contact:

- Send a message when you arrive and when you leave.
- For longer work sessions: make contact every 1–2 hours.

Avoid high-risk tasks, such as working at height, heavy lifting, or handling hazardous substances.

Use headphones with caution – ensure you can still hear fire alarms or other warning signals.

4. In case of incident or emergency
- Stop working immediately in the event of technical failure (e.g. mobile phone not working).
- Contact KI's security guards or other on-site personnel if you feel unsafe.
- In case of fire or accident: follow the current evacuation procedures.

5. After work
- Inform your colleague or close contact that you have left the workplace.
- Report any incidents to your manager or safety representative the next working day.

Checklist
- ✓ Inform a close contact
- ✓ Check technical equipment
- ✓ Maintain regular contact
- ✓ Avoid high-risk tasks
- ✓ Use headphones with caution
- ✓ Stop work in case of technical failure
- ✓ Contact KI's security if feeling unsafe
- ✓ Follow evacuation procedures in case of fire or accident
- ✓ Notify close contact after work
- ✓ Report incidents

References
AFS 2023:2 – Planering och organisering av arbetsmiljöarbete

AFS 2023:1 – Systematiskt arbetsmiljöarbete

Solitary work – Dnr 1-714/2018