

Working off Site

The following procedures are outlined to help minimize or prevent risks associated with working off-site:

- Do not enter any situation or location where you feel threatened or unsafe
- Have access to a cell phone or notify someone that you are working alone
- Use an established check in procedure which allows you to manage typical situations you may encounter off site
- Always wear your identification badge. This will signal that you are working in some official capacity
- Only carry what is absolutely necessary to conduct your business
- Document your visit. Do not leave out any incidents that make you feel apprehensive
- If applicable, keep client record and indicate if the client or patient is known to be aggressive, hostile or potentially violent