

## INSTRUCTIONS

### OFF-SITE WORKER'S SAFETY LOG

#### CFS-317

**PURPOSE:** To provide a centralized place for DCFS staff to document key information regarding any off-site trip to conduct work regarding a client (person served). The information documented on the log allows supervisory staff to remain in contact with the worker(s) working off-site.

**COMPLETION:** The columns in the log should be filled out as follows –

- In column 1 (Name of Worker), worker going off-site should PRINT his/her name.
- In column 2 (Date Off-site), worker going off-site should write the current date.
- In column 3 (Time Out), worker going off-site should write the time he/she leaves the work site.
- In column 4 (Time In), worker who went off-site should write the time he/she arrives back at the work site.
- In column 5 (Destination), worker going off-site should write where he/she is going.
- In column 6 (Nature of Business), worker going off-site should write what he/she will be doing.
- In column 7 (Estimated Return Time), worker going off-site should write when he/she is due back on-site.
- In column 8 (Personnel Accompanying), worker going off-site should write who will accompany him/her off-site.
- In column 9 (Cell Phone or Pager #), worker going off-site should write a phone number where he can be reached.

**ROUTING:** The original should be maintained in an administrative file for no less than twenty (20) business days after the log has been filled