



Policy #13 – Working Alone

Approval Date: March 23, 2011

Policy Statement

This policy is to ensure employees who work alone are aware of the procedures involved in working alone, to prevent incidents and injury to people and/or damage to property.

Part 28 of the Occupational Health and Safety Code definition of *Working Alone* is “a worker that works alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill.”

Procedure

1. Employee must be trained in First Aid.
2. Applicable equipment and machinery safe work procedures must be followed when equipment and machinery are used.
3. Employees must be trained on the use, limitation, maintenance and storage of personal protective equipment, when applicable to job task. Employees must wear personal protective equipment when applicable to job task.
4. Employees must have some form of electronic communication accessible (i.e. landline or cell phone) and a pre-arranged check in schedule between the employee who is working alone and his/her supervisor or designated contact person. The frequency of the check in must be pre-determined prior to work commencing, be based on the hazards of the job task, and be completed by the supervisor. The pre-arranged check in schedule must include employee checking in prior to, during, prior to leaving the work site, and upon return if applicable.
5. Employees must be made aware of any potential violent or dangerous concerns regarding job task in that area.
6. Employees must be aware of the hazards associated with job task.
7. Employee is to perform a visual assessment of the site prior to work commencing and at intervals appropriate to work being conducted. Should a concern regarding the security of the worksite be noted, the employee is to contact his/her supervisor immediately.

EMERGENCY RESPONSE PLAN

In the event an employee does not call in at a designated check in time or electronic communication is severed:

1. Supervisor or designated person must try to contact the employee by electronic means if feasible.
2. If still unable to contact, supervisor or delegated person must either personally go to the area where employee was last known to be working or delegate another employee in the near vicinity to attend. The lag time between contacts MUST be minimized as much as possible.
3. Findings of the supervisor or delegated employee will determine the course of action to be taken, i.e. contacting the police, ambulance, mechanic, etc.