

Working Alone Procedure

Procedure

Working alone is prohibited when work involves:

- Confined space entry, see *OP-OHS-01, Confined Space Program*.
- Excavations and Trenches.
- The use of fall arrest equipment.
- Risk from drowning.
- A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel.
- Tasks which based on a risk assessment conducted by the supervisor in consultation with the employee is deemed to require more than one person.

Working alone situations shall be identified and assessed co-operatively by supervisors and their employees.

Supervisors and employees must evaluate together work alone assignments on a case-by-case basis, and must consider the following risk factors for working alone:

- Tasks and associated hazards involved in the work to be performed;
- Consequences resulting from a worst-case scenario;
- Likelihood for other persons/public to be in the area;
- Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- Emergency response time;
- Worker's training and experience;
- Worker's medical condition(s); and
- Frequency of job supervision.

A *Form-OHS-11 Working Alone Plan* shall be completed by the employee and their supervisor.

The safety plan shall include the following:

- A description or list of work to be done while working alone.
- Identification of the hazards associated with the work and an evaluation of the risks for each hazard.
- Controls or procedures in place to eliminate or minimize the risk of each hazard.
- List the required tools and training to safely work alone.
- Determine the Designated Contact.
- Determine a check-in schedule and methods of communication by which the worker can secure emergency assistance, and how emergency assistance will be provided in the event of incidents (consider check-in schedule, cellular phones, two-way radios, panic alarms etc.).

Supervisors shall provide copies of *Form-OHS 11 Working Alone Plans* to all employees who are required to work alone.

When the job is complete employees must notify their assigned Designated Contact.

Responsibilities

Directors/Supervisors

- Communicate this procedure to employees who work alone.
- Complete Working Alone Plans with the employee(s).
- Consult with the Occupational Health and Safety Officer or Committee to develop practical steps to minimize, or eliminate the risks of working alone.
- Save completed working alone plans in *S:\Employee Information\Health and Safety\Working Alone Plans*.

Employees Working Alone

- Participate in the hazard evaluation and risk management decisions with the supervisor concerning working alone.
- Complete *Form-OHS 11 Working Alone Plan* with their supervisor.
- Follow safe work practices.

Health and Safety Officer

- Provide assistance in the development and implementation of this procedure and advise of any changes to relevant legislation or industry standards.

Occupational Health and Safety Committee

- Provide assistance to the development to this procedure.

Municipal Enforcement Officer (MEO)

- Once contacted by Telelink and notified that an employee has not responded as per the Working Alone Plan, the on-duty MEO will:
 - A. Check the building or last known location.
 - B. Check on the location of the vehicle as applicable.
 - C. If the employee is not located, the MEO will contact the supervisor to provide an update on employee status.

Supervisor

- If contacted by the MEO, the Supervisor will go directly to step c). If they are contacted by Telelink and notified that an employee has not responded as per the Working Alone Plan, the Supervisor will:
 - A. Check the building or last known location.
 - B. Check to see location of vehicle.
 - C. Attempt to contact the employee by calling their contact number and then their emergency contact number.
 - D. If the emergency contact advises that he/she does not know where the employee could be then the Supervisor will contact 911 immediately to report the situation.

Definitions

Designated Contact: A person responsible for receiving calls from, or making calls to, the lone worker documented in the Working Alone Plan.

OHSC: Occupational Health and Safety Committee.

Working Alone: To work alone or in isolation at a work site in circumstances where assistance is not readily available in a case of emergency, or in case the worker is injured or in ill health.

Approvals



Steve Kent, Chief Administrative Officer

March 1, 2018

Date