

WORKING ALONE POLICY

POLICY

- A process to protect workers who must work alone

PURPOSE

- To provide a process that identifies the risks arising from working alone.
- To provide an effective communication system that consists of:
 - i)Radio/telephone communication
 - ii)Provide a process for regular contact with the worker
- To ensure workers meet or exceed first aid qualifications for working alone.
- To ensure first aid supplies meet or exceed the Occupational Health and Safety Regulations (1996)
- To ensure emergency response plans are established prior to the start of work (eg. RCMP contacts, locations of nearest health facility, emergency transportation availability).
- To put forth guidelines when working in a hazardous situation where the workplace risk assessment requires the use of more than one worker.

RESPONSIBILITIES:

COUNCIL TO:

- Ensure resources, training and emergency response plans are in place where workers are alone.
- Ensure an effective communication system is in place for workers who are alone.
- Ensure a process to establish and review standard operating procedures.

FOREMAN TO:

- Ensure workers have the appropriate first aid training, certification and supplies.
- Actively participate in the identification of risks associated with each activity before it starts and establish safe work procedures.
- Once they have been identified all documentation will be given to the worker to ensure they are familiar with the proper procedure.
- Make sure emergency response plans are prepared with the necessary contacts and that all workers have copies of the plans.
- Ensure that the communications system is operational and workers have received adequate training.
- Read, review, revise and understand applicable standard operating procedures.

WORKERS TO:

- Actively participate in the identification of risks associated with each activity prior to commencement and establish safe work procedures.
- Read, review, understand and follow the established working alone policy, procedures and necessary emergency response plan.

**OCCUPATIONAL HEALTH AND SAFETY
CONSULTANT / COORDINATOR:**

- Recommend minimum training standards for workers who work alone.
- Assist and advise with process, procedures and equipment to minimize or eliminate the hazards.
- Assist and advise with preparing of emergency response plans.