

Rural Municipality of Wawken No. 93

Policy No. 900-1 Working Alone

Effective February 9, 2023

Objective:

To provide a process that identifies the risks arising from working alone.

To provide an effective communication system that consists of:

- i. 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 (ie. 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

- 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.

Workers

- 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.