



Title: Working Alone Policy	Internal/External
Department: Corporate Services	Policy Number: CS – 027
Approval Date: December 4, 2018	Implementation Date: December 4, 2018
Revised Approval Date: April 12, 2022	Revised Implementation Date: April 12, 2022

BACKGROUND

The Town of Paradise is committed to providing a safe and healthy environment and works to ensure all reasonable measures are taken for the protection of its employees that are performing tasks in areas or under conditions where they are required to work alone or in isolation.

OBJECTIVE/PURPOSE

The purpose of this policy is to outline guidelines and responsibilities as they pertain to employees that are required to work alone or in isolation as per the Newfoundland and Labrador Occupational Health and Safety Regulations Part III (15).

DEFINITIONS

“*Working alone or in isolation*” refers to circumstances where assistance would not be readily available to the worker in case of an emergency or in case they are injured or in ill health.

“*Contact person*” is a person or agency that will be called when a worker is working alone or in isolation and is required to use a check-in system. The person or agency that will monitor the situation, keep records of the check-in activities, and contact the worker who is working alone if they fail to check in.

“*Check in / checking in*” is the act of notifying the Contact Person that a task is starting, continuing, or ending, or that the worker is okay. This may be through landlines, cell phones, radios, or check-in devices.

“*Communication*” refers to making contact through an established means of communication. This could include via cell phone, walkie-talkie, personal alarm, buddy system, or another check-in system, procedure, or method that is identified as appropriate.

GUIDELINES

1. Roles and Responsibilities

1.1 Employer Responsibilities

The Town will ensure that procedures and resources are in place to minimize harm to employees working alone or in isolation.

1.2 Management Responsibilities

- Coordinates with the Safety and Training Coordinator in assessing the level of risk in their areas through a working alone risk assessment.

- Ensures that procedures have been developed to eliminate or minimize the hazards employees are exposed to when working alone and will communicate these procedures to their employees. Management will also ensure that employees are provided with a list of activities that are not to be completed when working alone, where applicable.
- Ensures that employees have been trained in working alone procedures, including check-in times and any other applicable information.
- Notifies the Safety and Training Coordinator of any changes to job duties or potential exposures for employees working alone.
- Develops procedures for checking an employee's wellbeing, including time intervals between check-ins. This must be done in consultation with the employee and the Safety and Training Coordinator.
- Ensures that the person designated to maintain contact with the employee working alone documents the check-in times and other applicable information.
- Ensures there is a means of summoning help in an emergency where an employee has been assigned to work alone or in isolation.
- Identifies a list of positions or situations where workers have been assigned to work alone or in isolation.
- Prepares a daily work plan/schedule to establish the location of the employee that is working alone, and the duration of time they will be required to work alone.
- Ensures that a communication device for the employee to check in with is readily available and in a convenient location.
- Defines the appropriate intervals of time for the employee working alone to check-in; (determined by risk assessment). If using electronic devices such as working alone radios or digital applications, check-in times may have been programmed and may not easily be altered.
- Ensures that the schedule of visual or communication-based check-in is adhered to with a written log for documentation purposes.
- Identifies a Supervisor to act as the main point of contact for the employee working alone, as well as a backup.
- Develops an emergency action plan to be followed in the event that the employee working alone does not check in on schedule.

1.3 Safety and Training Coordinator

- Assists managers/supervisors in conducting working alone risk assessments with employees that are working alone.
- Assists management in developing procedures for employees working alone and interval timing for checking in, where required.
- Reviews risk assessments with managers when job duties or exposures have changed.

1.4 Employees

- Participate in the working alone risk assessments and are to notify their manager or supervisor of any accidents or incidents that occur when working alone.
- Comply with the implemented working alone policy/procedures and, where required, maintain regular communication with the designated contact person.
- Do not perform work that has been determined to be hazardous and only to be performed when at least two people are present.

- Shall check-in either visually or by using an approved communication means at regular intervals, as established in the work plan, or predetermined by device programming.

2. Prohibited Work

The following specific tasks are prohibited from being conducted when working alone:

- Confined space entry work
- Work with high voltage electricity
- Trenching/excavating
- Work that exceeds heights above 3.05 meters
- Work requiring the use of fall protection equipment
- Work around powerlines
- Work that carries a risk of drowning
- Work involving the use of hazardous powered equipment
- Work with materials under high pressure
- Other areas that have been identified through a risk assessment

REVIEW OF POLICY

This policy is reviewed as required and is subject to change following new experiences or knowledge.

APPROVAL

Signature:  _____

Date: _____
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