



Title: Working Alone Policy
Policy Number: 082

Resolution Number: 17-177
Date Approved: May 2, 2017

PURPOSE:

To outline the Town of Conception Bay South's policy and associated procedures as it pertains to employees that are required to work alone or in isolation.

AUTHORITY:

- Newfoundland and Labrador Occupational Health and Safety Regulations

STATEMENT OF POLICY:

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

1.0 DEFINITIONS

Working alone or in isolation: work in circumstances where assistance would not be readily available to the worker in case of an emergency or in case the worker is injured or in ill health.

Contact person: The 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 will monitor the situation, keep records of the check-in activities and contact the worker who is working alone if he/she fails to check-in.

Check-in: 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 land lines, cell phones, radios or check-in devices.



2.0 RESPONSIBILITIES

Employer:

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

Management:

- Management is responsible for coordinating with the OHS Coordinator in assessing the level of risk in their areas through a working alone risk assessment.
- Management will ensure 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.
- Management will ensure that their employees have been trained in the applicable working alone procedure, including check-in times and any other applicable information.
- Management is responsible for notifying the OHS Coordinator of any changes to job duties or potential exposures for employees working alone.

OHS Coordinator:

- The OHS Coordinator is responsible for conducting working alone risk assessments with employees that are working alone and provide the details of the assessment to the applicable management.
- The OHS Coordinator will assist management in developing procedures for employees working alone as well as setting up interval timing for checking in, where required.
- The OHS Coordinator will conduct a review of the risk assessments when job duties or exposures have changed.



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Employees:

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

3.0 PROHIBITED WORK

The following specific tasks are prohibited to be conducted when working alone:

- Confined space entry
- Trenching and excavation work
- Working at heights in which fall protection is required.

REVISION HISTORY:

Revision:	Author:	Change Made:	Date:
0	Daphne Fitzpatrick	Initial issue of Document	August 16, 2004
1	Denise Stirling	All Sections	June 10, 2016