



CATEGORY: Administration  
POLICY #: C.a. 009  
OWNER DEPT: Administration  
COUNCIL APPROVAL: Jan. 08, 2008  
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REVISED:

## **TOWN OF SLAVE LAKE**

### **TITLE: WORKING ALONE**

#### **POLICY**

#### **POLICY STATEMENT:**

The Town of Slave Lake recognizes the importance of providing a safe and secure work environment for its employees and the Town will meet all regulatory requirements for staff who work alone.

#### **POLICY OBJECTIVE:**

The objective of this policy is to:

1. Promote Employee Awareness and facilitate employee safety when they are working alone.
2. Ensure that The Town of Slave Lake promotes the morale, well-being and security of the employees.
3. Ensure there are safety plans in place for those that work for the Town of Slave Lake.

## **TITLE: WORKING ALONE**

### **PROCEDURE**

#### **1.0 Definitions**

**1.01 Chief Administrative Officer (CAO):**

The Town Manager for the Town of Slave Lake.

**1.02 Effective Means of Communications:**

Means radio, telephone, or other electronic communication device.

**1.03 Employee:**

Any individual employed by the Town of Slave Lake, full-time, part-time, and seasonal.

**1.04 Hazard Assessment:**

The analysis of the risks and hazards, and establishment of a corrective action plan to effectively manage work place risks to life safety and or the environment. The assessment must clearly identify individuals responsible for required actions.

**1.05 Immediate Supervisor:**

The person designated in the organizational chart to whom the employee is responsible.

**1.06 Town:**

The Town of Slave Lake as duly incorporated in the Province of Alberta

## **TITLE: WORKING ALONE**

### **PROCEDURE**

#### **2.0 Responsibilities**

##### **2.01 Town Council:**

Approve policy.

##### **2.02 Chief Administrative Officer (CAO):**

- a. Administer, review and recommend revisions to the policy guidelines.
- b. Ensure that all employees and supervisors are notified of policy changes.

##### **2.03 Administrative Services Coordinator:**

Review and maintain policy and ensure that it meets Occupation Health and Safety requirements.

##### **2.04 Directors:**

Ensure compliance with all related procedures in their respective departments.

##### **2.05 Employees:**

- 2.05-1 Be familiar with policy and make any recommendations for revision as appropriate.
- 2.05-2 Participate in the working alone hazard evaluation and risk management decisions with the supervisor.
- 2.05-3 Follow safe work practices outlined in safe work procedures.
- 2.05-4 Maintain regular communication as directed by supervisors.



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#### **2.0 Responsibilities (cont.)**

##### **2.06 Supervisors:**

- 2.06-1 Identify risks or hazards associated with the work to be performed (hazard assessment) or the environment where the work is to be done.
- 2.06-2 Conduct and document a (job hazard analysis) hazard assessment for each different (specific) type of work.
- 2.06-3 Communicate the results of the hazard assessment to all affected workers and others conducting similar work (another hazard assessment is not required).
- 2.06-4 Provide written working alone procedures for staff working alone, in order to eliminate or minimize identified risks.
- 2.06-5 Develop effective methods of communication for workers who require emergency assistance (for example: cell phones, radio, pager). When electronic devices are not feasible, an effective contact system must be established (for example: check in procedures, periodic site visits, requiring worker to check in after the completion of specific tasks) and the length of time a worker may be out of contact with a supervisor (the frequency of regular communications) must be based on the result from the hazard assessment and clearly understood.
- 2.06-6 Document when working alone is permitted and or prohibited and ensure this is effectively communicated to all workers.
- 2.06-7 Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- 2.06-8 Provide adequate staffing (for example: buddy system) for hazardous tasks performed at off-hours or remote locations.

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#### **3.0 Standards/Guidelines**

The Working Alone Policy applies when both of the following conditions exist:

- a. A worker is working by himself or herself in an office, vehicle, laboratory, workshop, field site, or any area owned or operated by the Town of Slave Lake.
- b. Assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

#### **3.01 Safety Plans:**

- 3.01-1 Safety Plans must be developed for all workers that must or may work alone as part of their required duties. Records of safety plans will be kept by the supervisor responsible for the preparation and/or approval of the plan and a copy in the Town's Health and Safety records. See Attachment I
- 3.01-2 Include an assessment of all work areas for potential health and safety hazards through a Hazard Assessment.
- 3.01-3 Identify how hazards will be eliminated or controlled.
- 3.01-4 Identify an effective means of communication available or emergency contact system for the worker in the event of an emergency.
- 3.01-5 Specify procedures and effectively communicate the procedures to all affected workers.

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#### **3.0 Standards/Guidelines (cont.)**

3.01-6 Working alone is prohibited when the work involves:

- a. Confined space entry
- b. An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.
- c. Electrical systems rated at more than 750 volts.
- d. Welding operation where a fire watcher is required
- e. Handling of dangerous animals capable of causing critical injury or paralysis, and life threatening zoonotic diseases.
- f. Trenches
- g. A portable ladder that exceeds 6 meters in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic
- h. The use of fall arrest equipment and scaffold
- i. Quick-acting acutely toxic material as described by the Material Safety Data Sheet
- j. Use of supplied air respiratory equipment or self-contained breathing apparatus
- k. Working in areas where a high risk of drowning may exist
- l. Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line
- m. A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel
- n. Tasks, which, based on the risk assessment conducted by the supervisor in consultation with the employee and Safety Services are deemed to require more than one person.

Town of Slave Lake  
Procedures for Working Alone or in Isolation  
Attachment I

C.a. 009

Working Alone Procedures for (position/dept): \_\_\_\_\_

1. Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
2. Time of Day: \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm  
3. Working Alone Location: \_\_\_\_\_

4. Safety Measures In Place: Please place a mark in the box next the appropriate measures addressed

- ☐ Locked Exterior Doors  
☐ Ready Access to Telephone, Cell Phone, Radio (Circle which one)  
☐ Limited scope of activity when co-workers not present. (specify) \_\_\_\_\_  
  
☐ Contact with external person at specific times.  
Intervals of \_\_\_\_\_ hours  
At time of leaving building or leaving job  
☐ Utilizing only specified exits  
☐ Other items specific to position (specify) \_\_\_\_\_

5. Method of contact will be by ☐ Phone ☐ Email ☐ Radio ☐ Face to Face

☐ Worker has been advised to contact \_\_\_\_\_ or call 911

6. If the worker cannot be reached or does not respond within \_\_\_\_\_ minutes, the designated contact person will arrange for face to face contact to be made with the employee by:

☐ Driving to Facility ☐ Special Constable ☐ 911

Other (explain): \_\_\_\_\_

7. If the worker encounters an unsafe situation while working alone, the worker is to immediately alert the designated contact person and, if deemed necessary, the police immediately (911).  
Contact Phone No. : \_\_\_\_\_

8. As part of the worker's orientation, the Supervisor will develop/review and amend procedures in consultation with the worker and Director, and provide copies to the worker, and the designated contact person before the worker commences working alone, with copy to the H & S Committee

9. Working alone procedures developed for this work location will be reviewed at least annually or more frequently if there is a change in work arrangements which could adversely affect the worker's well being, or if the reporting system is not working effectively. The worker and/or the designated contact person shall inform the supervisor, Director, and H & S Committee of concerns they may have with the reporting system.

10. Acknowledgement and Signatures

**Worker:** *My Supervisor has explained to me the working alone procedures developed for my work location and I have been consulted regarding application and amendments thereto. I understand that these procedures are for my wellbeing and will co-operate with the check-ups initiated by the designated contact person.*

Signature of Worker: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:** *I have explained the working alone procedures to the worker and the designated contact person and have provided both parties with copies of these procedures. I have submitted a copy to H & S Committee.*

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**Director:** (approval) \_\_\_\_\_ Date: \_\_\_\_\_