

SAFE JOB PROCEDURE – WORKING ALONE

PURPOSE:

To protect workers from hazards associated with working alone through proper planning, precautions, and controls. Whether a situation is a high or low risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc. This wide variety of circumstances makes it important to assess each situation individually.

WORKER/CONTRACTOR:

#	STEP	PRECAUTIONS
1	Identify Hazards: Complete a Site-Specific Risk Assessment (2C SSRA) before travelling to site. This includes the heading 'Working Alone.'	<ul style="list-style-type: none"> When working alone, each person needs to take more responsibility for their own safety. Think out the job carefully in advance and assess the hazards, so that possible accidents can be prevented before they happen.
2	Check In: Check in with safety contact.	<ul style="list-style-type: none"> Make sure the main office or your supervisor are aware of your plans including destination, alternate plans in the event of bad weather or traffic problems, contact information and timing for departures and arrivals. Set a schedule to report in and stick to the timing. Upon arriving on site, check in may be done by phone, text, email etc. If the site stay is extended, notify the safety contact of the modified timeline and alter check in times accordingly.
3	Check Out: Notify safety contact upon safe return.	<ul style="list-style-type: none"> Notify the safety contact when work is completed and when you are leaving site. Final check in should be made upon safe return to home base.

SUPERVISOR/OFFICE:

#	STEP	PRECAUTIONS
1	Assess Hazards	<ul style="list-style-type: none"> Be aware of the hazards and risks identified by the SSRA and ensure a high level of hazard control is provided and met on the job.
2	Ensure check in and check out times are met.	<ul style="list-style-type: none"> If a check in time is missed contact the worker for a situation update, update check times if required. When a check in time is missed and worker cannot be contacted, notify RCMP in the area of the last known location to begin a search.

DIRECTIVES:

- Assess the hazards of your workplace.
- Talk to employees about their work. Get their input about the work they do and possible solutions.
- Investigate incidents at your workplace and learn from incidents in similar workplaces.
- Avoid having a lone worker whenever possible, especially for jobs with a recognized risk.

- Take corrective action to prevent or minimize the potential risks of working alone.
- Provide appropriate training and education.
- Report all situations, incidents or 'near misses' where being alone increased the severity of the situation. Analyze this information and make changes to company policy where necessary.
- Schedule higher risk tasks to be done during normal business hours, or when another worker capable of helping in an emergency is present.

REVIEW: [Occupational Health and Safety Code](#): Part 28