

SAFE WORK PRACTICE – WORKING ALONE

PURPOSE

To provide a grasp of the hazards involved in working alone and to ensure that the work is done in a manner that minimizes risk of worker injury or damage to equipment and the environment. When workers often work alone, each person needs to take more responsibility for their own safety.

RESPONSIBILITIES

Management

- Ensure training in safely working alone is arranged for employees and contractors.
- Set the example by following the Working Alone practice.

Supervisors

- Ensure employees and contractors are aware of their responsibility to check in before the start of a shift working alone.
- Set and communicate a check in schedule for all those working alone at the day's safety meeting.
- Keep contact with employees and contractors who are working alone as agreed.
- Check on any employees or contractors; arrange for appropriate local authorities to locate a worker if a check in is missed.

Workers and Contractors

- Be aware of the hazards involved in a shift where working alone is necessitated.
- Note your check in and check out times and follow through.
- Communicate any subsequent hazards encountered.

DIRECTIVES

- Plan the job carefully in advance and assess the hazards, so that possible accidents can be prevented before they happen.
- Inform the main office or direct supervisor of your plans and timing.
- Set up a schedule to call/report in and stick to the timing.
- The Employee or Contractor must check-in when they arrive on the site,
- When they arrive on site, they should immediately contact the office or designated contact and check in.
- If we do not hear from you within the specified time limit the RCMP in your last known location will be notified to begin their search.
- When the job is completed, the employee or contractor must call the office to inform them that the job is done and/or when the employee or contractor has returned to their designated check out area.
- Additional hazards and or risks identified by the employee or contractor should be brought to the attention of management.

REVIEW: [Occupational Health and Safety Code](#): : Part 28 Section 393 and 394