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**GENERAL SAFETY GUIDE EMPLOYEES WORKING ALONE**

1. A number of job functions are performed by employees, club customers

and contractors working alone, and recognition of this fact indicates that those individuals involved, both employees and supervisors must approach the hazards inherent to these occupations with caution and develop appropriate safe work procedures.

**KEY CONCEPT**

2. The key concepts relating to the general safety of “employees working

alone” are to:

1. assess all working alone situations to determine the conditions or circumstances which may result in misfortune to such employees and to develop a procedure or process to reduce the probability of such misfortune; and
2. provide a means of securing assistance for employees working alone, in the event of injury or other misfortune.

**ASSESSMENT**

3. When assessing the conditions or circumstances under which the

employee is required to work alone, particular job functions will have inherent hazards associated with them that may be deemed as high risk, low risk or combinations of both:

a. the degree of risk involved does not eliminate the requirement of developing control methods to minimize these risks. Some examples of work functions that present high risk hazards may include:

1. entering any confined space, working with: high energy materials (radioactive, high temperature); toxic gases; liquids or solids; high pressure systems; high voltage electrical systems; or moving equipment or machinery,
2. working in: extreme weather conditions; services where job functions may not be hazardous but where cash or goods handled may cause the situation to attract criminal victimization; or handling or transferring flammable liquids,

b. some examples of work functions that present low risk may include:

1. maintenance functions other than on active processing equipment,
2. security watchperson's functions (except in hazardous locations),
3. janitorial or custodial functions (except in hazardous locations), and
4. routine job functions that are part of a longstanding operating procedure and where experience has shown them to be safe.

**CONSULTATION AND PARTICIPATION**

1. While the legal onus rests with the employer to ensure the health and safety of employees is protected, it is recommended that both affected employees and the local WOHSC are consulted on the risk assessment, subsequent procedures and process development. When this consultation has occurred, the matter should be tabled for discussion and recorded in the minutes of WOHSC Meetings.

**CONTROL MEASURES AND DOCUMENTATION**

1. Upon assessing the conditions or circumstances under which an employee, a club customer or a contractor is required to work alone, develop and document control methods to minimize the identified risks arising out of or in connection with that activity. A means of securing assistance for an employee working alone in the event of injury or other misfortune is to be included.
2. The following suggestions may be incorporated as part of the developed plan, and dependent on the situation to which they are applied, the examples could constitute control methods to minimize risks, means of securing emergency assistance or a combination of both:

a. personal check by another person:

i. in many working alone instances, checking the employee's

well-being may be achieved by periodic visits at regular intervals by an individual, such as another employee or someone designated by the employer. The length of time between checks depends on the estimated hazard of the job function,

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ii. with the "buddy system", the person designated to check the employee working alone must be knowledgeable of the activities and must be capable of putting pre-planned emergency operations into effect. Contact with the general public, such as "passers by", is not considered adequate;

b. periodic telephone contact:

1. use of the telephone for communication at regular intervals may be adequate in low-risk working alone situations, and
2. post prominently telephone numbers for routine calling and emergency situations;

c. constant or intermittent mechanical or electrical surveillance:

1. when considering the use of mechanical or electrical surveillance equipment to accommodate the working alone situation, security systems in use at the workplace may be modified so that they will monitor a particular employee who is working alone as well as the status of the workplace itself, and
2. personal pagers, two-way radios, emergency sounding devices, visual monitoring systems, man down alarms and similar equipment. This equipment is used as part of the everyday operations. For reasons inherent to each particular operation, either wireless or hard-wired systems may be adopted. The most important point to consider is the suitability of safety measures and systems to employee's needs;

d. working alone plans are an extension of the safety and protective equipment necessary to perform that job function under any circumstance. Instances may occur where there is more than one employee working alone, at either the same location or at different locations.

**PLAN AGREEMENT**

7. Developed plans provide instruction to managers, supervisors,

employees, club customers and contractors and designate their respective responsibilities. The working alone plan is provided in writing to all employees, club customers and contractors directly involved in the working alone environment.