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| <i>The Town of Fort Frances</i> | SECTION HEALTH AND SAFETY |
| <u>WORKING ALONE</u> <u>PROCEDURE</u> | NEW: August 2010 REVISED: June 2011 |
| Resolution No. 225 (Consent) 06/11 | Supercedes Resolution No. |
| Policy Number 5.41 | PAGE 1 of 3 |

1. PURPOSE

The purpose of this policy is to promote safe work procedures and to ensure the health and safety of all Town of Fort Frances employees who work alone.

2. SCOPE

This policy applies to all employees of the Town of Fort Frances.

3. POLICY STATEMENT

The Corporation of the Town of Fort Frances will provide a safe workplace for municipal employees who are required to work alone.

4. DEFINITIONS

Working Alone - Regardless of the time of day or location, a worker is considered to be working alone when he or she:

- Cannot be seen by another worker;
- Cannot be heard by another worker; or,
- Is working in circumstances where assistance is not readily available when needed during the normal course of duties or in case of emergency, illness or injury.

Two-way Communication - The ability to send and receive communications

High Risk – Where serious or significant hazards exist; immediate attention is required to address and eliminate work alone hazards (e.g., working at heights, confined spaces, working with electricity, hazardous substances or equipment, potential for violence)

Medium Risk – Where moderate hazards exist; attention is required to address the work alone hazards as soon as possible

Low Risk - Where minor hazards exist (e.g., maintenance, security, custodian, desk work); if necessary, low risk hazards can wait to be addressed while higher risk hazards are being corrected

5. APPLICATION AND PROCEDURES:

Many jobs have working alone situations. Employees and their supervisors must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of misfortune can be minimized.

Working alone situations shall be identified and assessed cooperatively by supervisors and their employees, and a member of the Joint Health and Safety Committee if requested. Work alone assignments will be evaluated on a case-by-case basis, considering the following risk factors:

- (a) Tasks and associated hazards involved in the work to be performed;
- (b) Consequences resulting from a “worst case” scenario;
- (c) Likelihood for other persons to be in the area;
- (d) Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- (e) Emergency response time;
- (f) Worker’s training and experience;
- (g) Worker’s physical limitations or medical conditions;
- (h) Effects of implementing appropriate safeguards;
- (i) Frequency of job supervision;
- (j) Time or shift when the job is to be done; and,
- (k) Whether the worker is accustomed to working alone.

6. SAFETY PLAN

Each department will be responsible for creating written working alone plans specific to their departmental needs. Safety plans shall include:

- (a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- (b) Identification of any applicable legislation surrounding the task to be performed (e.g., confined space entry, working on live electrical conductors)
- (c) Procedures to eliminate or minimize the identified risks (e.g., buddy systems, training);
- (d) Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;
- (e) The length of time a worker may be out of contact with a supervisor (i.e., the frequency of regular communications); and,
- (f) Confirmation where and when working alone is permitted.

Working alone safety plans shall be reviewed by the Joint Health and Safety Committee. The committee may wish to make recommendations concerning safe work procedures and the provision of assistance to employees at risk due to infrequent supervision, intermittent communication, or physical isolation.

Supervisors must review working alone safety plans with affected employees and shall provide ongoing training and instruction to employees for their specific working alone situations. Department work alone procedures will be reviewed annually or when changes have occurred to job duties.

7. EMPLOYEES WHO WORK ALONE MUST

1. Participate in the hazard evaluation and risk management decisions with the supervisor concerning working alone;
2. Follow safe work practices outlined in the safety plan; and,
3. Maintain regular communication with supervisors.

8. ADMINISTRATIVE CONTROLS

The following suggestions will promote personal safety for work alone situations:

1. Schedule potentially hazardous work for times when supervisors and appropriate help will be available;
2. Provide adequate staging (e.g., buddy system) for hazardous tasks performed at off hours or remote locations;
3. Coordinate work as much as practicable so that no one is left alone and employees check in and out together;
4. Consider the advantages of alternative communication systems; cell phones, two-way radios, wire-based telephones, motion sensors, panic alarms, emergency locator transmitters, etc.; and,
5. Promote dialogue about working alone and personal safety issues.