



WORKING ALONE SAFE JOB PRACTICES AND PROCEDURES

APPROVED MARCH 22, 2016

OH&S Code Part 28

Please review this step-by-step procedure carefully to acquaint yourself with safe operation procedures associated with this job task. Where in doubt ask your supervisor.

There are four steps required by the OH&S Code, Part 28. The fourth requirement is the focus of this procedure. It is to establish an effective means of communication.

1. Conduct a hazard assessment.
2. Eliminate or reduce the risks.
3. Ensure employees are trained and educated.
4. Establish an effective means of communication.

NOTE: This procedure shall apply to all employees who work on site alone.

WORKING ALONE DEFINED

OH&S Code Part 28

APPLICATION

393(1) This part applies if:

- a) A worker is working alone at a work site, and
- b) Assistance is not readily available if there is an emergency or the worker is injured or ill.

393(2) Working alone is considered a hazard for the purposes of part 2.

PRECAUTIONS REQUIRED

An employer must, for any worker working alone, provide an effective communication system consisting of:

- a) radio communication,
- b) landline or cellular telephone communication, or
- c) some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

394(1.1) Despite subsection (1), if effective electronic communication is not practicable at the work site, the employer must ensure that:

- a) the employer or designate visits the worker, or
- b) the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

PROCEDURE

During job planning and/or the hazard assessment process identify if a worker will be in a working alone situation;

1. The worker and a supervisor must be outfitted with either a radio or cellular telephone for the duration of the working alone situation;

NOTE: The chosen device must be tested prior to the start of the working alone situation to ensure that effective communication can be established. If effective communication cannot be established working alone will not be authorized.

2. A standard check-in interval must be set. The frequency of this interval is to be directly related to the level of hazard that exists during the working alone situation and cannot exceed 2 hours;



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3. At each interval of time the worker must call the supervisor and advise if they are still safe;
4. If the interval is reached and the supervisor does not receive a call then they must attempt to call the worker. If the supervisor does not receive a response from the worker they must immediately verify the last known whereabouts of the worker by going to that location or having someone check it out.
5. The supervisor is ultimately responsible to ensure that the worker remains safe and must at all times during the work alone situation be available to receive calls and attend to the work when required;

NOTE: If either the supervisor or the worker fails to adhere to this procedure they will be subject to disciplinary action including possible termination for a first offence.

FORMS TO BE USED R-13A & R-13



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R-13A Working Alone

OH&S CODE PART 28

Date: _____

Location: _____

Work Description:

Person Working Alone: _____

Communication:

Contact Name: _____

Phone Number: _____

Frequency of Contact: _____

Method of Communication: _____ Tested ☐

Alternate method: _____

Action taken if contact is not made as above: _____

Supervisor Signature

Date