

## Work Alone Regulations in Canada

*Current for Q1, 2010*

### Introduction

This document provides the 'letter of the law' for Work Alone safety regulations for all provinces, including the text of the original regulation document as well as useful official links for all provinces.

SafetyLine™ has been designed with all of these regulations in mind, to help your organization effectively meet the requirements for work alone safety monitoring in your province(s).

### Canada General – Web Links

Canadian Center for Occupational Health & Safety – Work Alone – General

<http://www.ccohs.ca/oshanswers/hsprograms/workingalone.html>

Human Resources and Skills Development Canada - Working Alone:

[http://www.rhdcc-hrsdc.gc.ca/eng/lp/spila/cli/ohslc/wv\(e\).pdf](http://www.rhdcc-hrsdc.gc.ca/eng/lp/spila/cli/ohslc/wv(e).pdf)

Canadian Government Departments Responsible for OH&S:

<http://www.ccohs.ca/oshanswers/information/govt.html>

### Table of Contents

Work Alone Regulations in Canada.....	1
Introduction .....	1
British Columbia .....	2
Alberta.....	5
Manitoba .....	6
Saskatchewan .....	8
Ontario .....	9
Quebec .....	10
New Brunswick .....	11
Prince Edward Island.....	13
Newfoundland & Labrador .....	15
Nunavut & Northwest Territories .....	16



## British Columbia

*British Columbia has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.*

### Web Links:

WorkSafeBC Occupational Health and Safety Regulation:

<http://www2.worksafebc.com/Publications/OHSRegulation/Part4.asp?from=regulation.healthandsafetycentre.org#SectionNumber:4.20.1>

**REGULATION:** Taken from WorkSafeBC Occupational Health and Safety Regulation:

## Working Alone or In Isolation

### 4.20.1 Definition

In sections 4.20.2 to 4.23, "**to work alone or in isolation**" means to work in circumstances where assistance would not be readily available to the worker

- (a) in case of an emergency, or
- (b) in case the worker is injured or in ill health.

*[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]*

### 4.20.2 Hazard identification, elimination and control

- (1) Before a worker is assigned to work alone or in isolation, the employer must identify any hazards to that worker.
- (2) Before a worker starts a work assignment with a hazard identified under subsection (1), the employer must take measures
  - (a) to eliminate the hazard, and
  - (b) if it is not practicable to eliminate the hazard, to minimize the risk from the hazard.
- (3) For purposes of subsection (2) (b), the employer must minimize the risk from the hazard to the lowest level practicable using engineering controls, administrative controls or a combination of engineering and administrative controls.

*[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]*

### 4.21 Procedures for checking well-being of worker

- (1) The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.
- (2) The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- (3) A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.

- (4) In addition to checks at regular intervals, a check at the end of the work shift must be done.
- (5) The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
- (6) Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work alone or in isolation.

*[Amended by B.C. Reg. 318/2007, effective February 1, 2008.]*

**Note:** High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

### 4.22 Training

A worker described in section 4.21(1) and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.

*[Amended by B.C. Reg. 318/2007, effective February 1, 2008.]*

#### 4.22.1 Late night retail safety procedures and requirements

- (1) In this section:

"late night hours" means any time between 10:00 p.m. and 6:00 a.m.;

"late night retail premises" means

- (a) a gas station or other retail fueling outlet, or
- (b) a convenience store or any other retail store where goods are sold directly to consumers that is open to the public for late night hours.

- (2) If a worker is assigned to work alone or in isolation in late night retail premises and there is any risk of harm from a violent act to the worker, then, in addition to any other obligations the employer has under sections [4.20.2 to 4.23](#),

- (a) the employer must develop and implement a written procedure to ensure the worker's safety in handling money, and
- (b) when that worker is assigned to work late night hours, the employer must also do either or both of the following:
  - (i) ensure that the worker is physically separated from the public by a locked door or barrier that prevents physical contact with or access to the worker;
  - (ii) assign one or more workers to work with the worker during that worker's assignment.

- (3) A worker described in subsection (2) must be trained in the written procedure referred to in that subsection.

*[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]*

#### 4.22.2 Mandatory prepayment for fuel

An employer must require that customers prepay for fuel sold in gas stations and other retail fueling outlets.

*[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]*

### 4.23 Annual reviews of procedures

The procedures referred to in sections [4.21](#) and [4.22.1](#) must be reviewed at least annually, or more frequently if there is

- (a) a change in work arrangements which could adversely affect a worker's well-being or safety, or
- (b) a report that the procedures are not working effectively.

*[Enacted by B.C. Reg. 318/2007, effective February 1, 2008.]*



### Alberta

*Alberta has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.*

#### Web Links:

Occupational Health and Safety Code 2009 (see part 28):

[http://employment.alberta.ca/documents/WHS/WHS-LEG\\_ohsc\\_2009.pdf](http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf)

Occupational Health and Safety Code 2009 – Explanation guide:

[http://employment.alberta.ca/documents/WHS/WHS-LEG\\_ohsc\\_p28.pdf](http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_p28.pdf)

Working Alone Safety – A guide for Employers and Employees:

[http://employment.alberta.ca/documents/WHS/WHS-PUB\\_workingalone.pdf](http://employment.alberta.ca/documents/WHS/WHS-PUB_workingalone.pdf)



**REGULATION: Taken from Alberta Occupational Health and Safety Code 2009:**

### Part 28 Working Alone

#### 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

**394(1)** 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.

### Manitoba

Manitoba has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.



#### Web Links:

Manitoba Safety and Health Regulation – Part 09 – Working Alone or in Isolation (Summary):

[http://safemanitoba.com/workplace\\_safety\\_and\\_health\\_regulation\\_part\\_9\\_working\\_alone\\_or\\_in\\_isolation\\_summary.aspx](http://safemanitoba.com/workplace_safety_and_health_regulation_part_9_working_alone_or_in_isolation_summary.aspx)

Manitoba Safety and Health Regulation – Part 09 – Working Alone or in Isolation:

[http://safemanitoba.com/workplace\\_safety\\_and\\_health\\_regulation\\_part\\_9\\_working\\_alone\\_or\\_in\\_isolation.aspx](http://safemanitoba.com/workplace_safety_and_health_regulation_part_9_working_alone_or_in_isolation.aspx)

Manitoba L&I Workplace Safety and Health – Code of Practice:

<http://beta.safemanitoba.com/uploads/guidelines/workingalone.pdf>

#### REGULATION: Taken from Manitoba Occupational Health and Safety Code 2009:

#### **PART 9 - WORKING ALONE OR IN ISOLATION**

##### **Application**

**9.1** This Part applies to every workplace where a worker works alone or works in isolation.

##### **Risk identification**

**9.2(1)** When a worker works alone or works in isolation, an employer must identify the risks arising from the conditions and circumstances of the worker's work in consultation with

- (a) the committee at the workplace;
- (b) the representative at the workplace; or
- (c) when there is no committee or representative, the workers at the workplace.

**9.2(2)** An employer must, so far as is reasonably practicable, take steps to eliminate or reduce the identified risks to workers working alone or working in isolation.

##### **Safe work procedures**

**9.3(1)** An employer must

- (a) develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation;
- (b) train workers in the safe work procedures; and
- (c) ensure that workers comply with the safe work procedures.



**9.3(2)** The safe work procedures must include

(a) the establishment of an effective communication system that consists of

- (i) radio communication,
- (ii) telephone or cellular phone communication, or
- (iii) any other means that provides effective communication given the risks involved;

(b) any of the following:

- (i) a system of regular contact by the employer with the worker working alone or in isolation,
- (ii) limitations on or prohibitions of specified activities,
- (iii) the establishment of training requirements; and

(c) where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions.

**9.3(3)** An employer must post a copy of the safe work procedures in a conspicuous place at the workplace.

**9.3(4)** An employer must review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

### Saskatchewan

*Saskatchewan has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.*



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#### **Web Links:**

Saskatchewan Occupational Health and Safety Regulations (see pg. 23, Part III, Section 35):

<http://www.qp.gov.sk.ca/documents/English/Regulations/Regulations/O1-1R1.pdf>

#### **REGULATION:** Taken from Saskatchewan OH&S Regulations:

##### **Working alone or at isolated place of employment**

4 Oct 96 cO-1.1 Reg 1 s35.

**35(1)** In this section, “to work alone” means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

**(2)** Where a worker is required to work alone or at an isolated place of employment, an employer or contractor, in consultation with the committee, the representative or, where there is no committee or representative, the workers, shall identify the risks arising from the conditions and circumstances of the worker’s work or the isolation of the place of employment.

**(3)** An employer or contractor shall take all reasonably practicable steps to eliminate or reduce the risks identified pursuant to subsection (2).

**(4)** The steps to be taken to eliminate or reduce the risks pursuant to subsection (3):

(a) must include the establishment of an effective communication system that consists of:

- (i) radio communication;
- (ii) phone or cellular phone communication; or
- (iii) any other means that provides effective communication in view of the risks involved; and

(b) may include any of the following:

- (i) regular contact by the employer or contractor with the worker working alone or at an isolated place of employment;
- (ii) limitations on, or prohibitions of, specified activities;
- (iii) establishment of minimum training or experience, or other standards of competency;
- (iv) provision of personal protective equipment;
- (v) establishment of safe work practices or procedures;
- (vi) provision of emergency supplies for use in travelling under conditions of extreme cold or other inclement weather conditions.



### Ontario



#### Web Links:

Healthcare Health & Safety Association of Ontario - Work Alone:

<http://www.tsunamisolutionsltd.com/PDF/FastFacts181.pdf>

Ontario Safety Association for Community & Healthcare: Workers Who Work Alone:

[http://osach.ca/products/ffacts\\_e/lap\\_181.pdf](http://osach.ca/products/ffacts_e/lap_181.pdf)

Workrights.ca Ontario:

<http://www.workrights.ca/content.php?doc=156>

Canadian Centre for Occupational Health & Safety:

<http://www.ccohs.ca/oshanswers/hsprograms/workingalone.html?print>

#### REGULATION:

In Ontario the law doesn't discuss working alone as a distinct issue. However, all employers, managers and supervisors must do "everything that is reasonable under the circumstances" (Occupational Health & Safety Act, Sec. 25) to ensure that their workers have a healthy and safe workplace. Ensuring that workers working alone are safe is within the scope of the intent of the law.

### Quebec



#### Web Links:

WorkRights.ca Quebec:

<http://www.workrights.ca/content.php?doc=158>

Règlement sur la santé et la sécurité du travail:

[http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/S\\_2\\_1/S2\\_1R19\\_01.htm](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/S_2_1/S2_1R19_01.htm)

#### REGULATION:

Québec health and safety regulations on working alone can be found in the Règlement sur la santé et la sécurité du travail under the Loi sur la santé et la sécurité du travail. For workers working alone in isolated areas and for workers working in workplaces where it is impossible to get help, the employer ensures that there is regular or continuous supervision of the worker.

For workers working in confined spaces, the employer ensures that a co worker and the worker working in the confined space have eye contact, or have speaking and hearing contact, using equipment if necessary.

#### Taken from Règlement sur la santé et la sécurité du travail:

#### **SECTION XXVIII**

#### **AUTRES TRAVAUX À RISQUE PARTICULIER**

322. Travaux dans un lieu isolé : Lorsqu'un travailleur exécute seul un travail dans un lieu isolé où il lui est impossible de demander de l'assistance, une méthode de surveillance efficace, intermittente ou continue, doit être mise en application.

D. 885-2001, a. 322.

### New Brunswick

*New Brunswick has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.*



#### Web Links:

Code of Practice for Working Alone Regulations - Occupational Health & Safety Act:  
<http://www.gnb.ca/0062/regs/92-133.htm>

#### REGULATION: Taken from NB Code of Practice for Working Alone OH&SA Regulations:

#### **REGULATION 92-133 under the OCCUPATIONAL HEALTH AND SAFETY ACT (O.C. 92-801)**

*Filed September 28, 1992*

Under section 51 of the Occupational Health and Safety Act, the Lieutenant-Governor in Council makes the following Regulation:

1. This Regulation may be cited as the *Code of Practice for Working Alone Regulation - Occupational Health and Safety Act*.
2. An employer shall establish a code of practice to ensure, so far as is reasonably practicable, the health and safety of an employee who works alone at any time at a place of employment from risks arising out of, or in connection with, the work assigned.
3. An employer shall ensure that the code of practice referred to in section 2 includes, without being limited to, the following information:
  - (a) the name, address, location and telephone number of the place of employment;
  - (b) the name, address, location and telephone number of the employer;
  - (c) the nature of the business conducted at the place of employment;
  - (d) identification of the possible risks to each employee who works alone that arise out of or in connection with the work assigned;
  - (e) the procedures to be followed in order to minimize the risks identified in paragraph (d); and
  - (f) details of the means by which an employee who works alone can secure emergency assistance and the employer can provide emergency assistance in the event of injury or other circumstances which may endanger the health or safety of the employee.

4. An employer shall provide any equipment required in a code of practice established under section 2 and shall ensure that the code of practice is adhered to at the place of employment.
5. An employee who works alone at any time shall adhere to the code of practice established under section 2.
6. An employer shall implement a training program in respect of a code of practice established under section 2 for each employee who works alone at any time and for each supervisor who is responsible for an employee who works alone at any time.
7. An employer shall ensure that a copy of a code of practice established under section 2 is readily available to an officer on request.
8. Where there is an inconsistency between a code of practice established under this Regulation and any other regulation, that other regulation prevails to the extent of the inconsistency.

**N.B.** This Regulation is consolidated to September 30, 1992.

### Prince Edward Island

Prince Edward Island has strict and specific laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.



#### Web Links:

Occupational Health and Safety – General Regulation (see Part 53, pg 109):

<http://www.gov.pe.ca/law/regulations/pdf/O&01G.pdf>

Workers Compensation Board of PEI, Guide to Working Alone:

[http://www.wcb.pe.ca/photos/original/wcb\\_work\\_alone.pdf](http://www.wcb.pe.ca/photos/original/wcb_work_alone.pdf)

#### REGULATION: Taken from PEI Occupational Health & Safety Regulations, Part 53

#### Working Alone

##### Occupational Health and Safety Regulation Part 53

**53.1** In this Part, “working alone” means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

#### **53.2**

- (1) Where a worker is working alone, the employer shall develop and implement written procedures to ensure, as far as is reasonably practicable, the health and safety of the worker from risks arising out of, or in connection with, the work assigned.
- (2) Written procedures developed under subsection (1) shall include the following information:
- (a) the name, address, location and telephone number of the workplace;
  - (b) the name, address, location and telephone number of the employer;
  - (c) the nature of the business conducted at the workplace;
  - (d) identification of the possible risks to each worker working alone that arise from or in connection with the work assigned;
  - (e) the steps to be followed to minimize the risks identified in clause (d);
  - (f) details of the means by which a worker who is working alone can secure, and the employer can provide, assistance in the event of injury or other circumstances that may endanger the health or safety of the worker.
- (3) The steps referred to in clause (2)(e) shall
- (a) specify the time intervals for checking on the worker;

- (b) specify the person responsible for contacting the worker and recording the results of the contact;
- (c) outline the process to be followed if the worker cannot be contacted, including provisions for an emergency rescue; and
- (d) provide for checking with the worker at the end of the worker's shift.

**53.3** The employer and the worker who is working alone shall comply with the procedures developed under section 53.2.

**53.4** The employer shall implement a training program in respect of the procedures established under Section 53.2 for each worker who is working alone and for each supervisor who is responsible for a worker working alone

**53.5** The employer shall ensure that a copy of the procedures established under section 53.2 is available to an officer on request.



### Newfoundland & Labrador

*Newfoundland/Labrador has strict and specific laws regarding Working Alone.  
SafetyLine™ provides a system designed to help organizations meet regulations.*



#### **Web Links:**

News Release – New OHS Regulations, Sept 2009:

<http://www.releases.gov.nl.ca/releases/2009/gs/0812n05.htm>

Newfoundland and Labrador Occupational Health and Safety Regulations, 2009 (PartIII, sec15 Working Alone):

<http://www.assembly.nl.ca/legislation/sr/annualregs/2009/nr090070.htm>

Occupational Health & Safety Explanation Guide 2009, Part III General Duties:

[http://www.gs.gov.nl.ca/ohs/ExplanationGuide/pdf/Part\\_III\\_GENERAL\\_DUTIES.pdf](http://www.gs.gov.nl.ca/ohs/ExplanationGuide/pdf/Part_III_GENERAL_DUTIES.pdf)

Newfoundland Work Alone Guidelines:

<http://www.gs.gov.nl.ca/ohs/safety-info/si-working-alone.stm>

#### **REGULATION: Taken from Nfld/Lbrdr Occupational Health & Safety Act, Regulations 2009:**

##### **15. Working alone**

- (1) In this section, "to work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker
  - (a) in case of an emergency; or
  - (b) in case the worker is injured or in ill health.
- (2) An employer shall conduct a risk assessment where a worker is assigned to work alone or in isolation;
- (3) Where a risk assessment required under subsection (2) identifies a hazard, appropriate controls shall be implemented to eliminate, or where elimination is not practicable, minimize the risk associated with the hazard;
- (4) An employer shall develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation;
- (5) A procedure referred to in subsection (4) shall include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency response;
- (6) A person shall be designated to establish contact with the worker at predetermined intervals and the results shall be recorded by the person;
- (7) A procedure referred to in subsection (4) shall be developed in consultation with the worker assigned to work alone or in isolation, the occupational health and safety committee, the worker health and safety representative or designate, whichever applies;
- (8) A procedure referred to in subsection (4) shall be reviewed at least annually, or more frequently if there is
  - (a) a change in work arrangements that may adversely affect a worker's well-being or safety; or
  - (b) a report that procedures are not working effectively.

## Nunavut & Northwest Territories



*Nunavut & NWT have laws regarding Working Alone. SafetyLine™ provides a system designed to help organizations meet regulations.*

### **Web Links:**

Nunavut Safety Act (see section 14, pg6) :

[http://www.wcb.nt.ca/your\\_wcb/Legislation/Nunavut\\_Safety\\_Regulations.pdf](http://www.wcb.nt.ca/your_wcb/Legislation/Nunavut_Safety_Regulations.pdf)

NWT Safety Act (see section 14, pg7):

[http://www.wcb.nt.ca/your\\_wcb/Legislation/General\\_Safety.pdf](http://www.wcb.nt.ca/your_wcb/Legislation/General_Safety.pdf)

### **REGULATION:** Taken from Nunavut & NWT Safety Act:

#### **Persons Working Alone**

**14.** Where a worker is employed under conditions where he or she, if injured, might not be able to secure assistance, the employer shall provide a means of checking the well-being of that worker at intervals that, under the circumstances, provide adequate protection.