

## **SECTION 9**

### **OCCUPATIONAL HEALTH & SAFETY**

#### **9.04 WORKING ALONE POLICY**

**AUTHORITY:** PEI OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS - General Regulations Part 53 (effective May 1, 2006)

EXECUTIVE COUNCIL DECISION #D2006-117 (effective May 1, 2006)

**ADMINISTRATION:** PUBLIC SERVICE COMMISSION  
GOVERNMENT DEPARTMENTS/AGENCIES

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## **1. PURPOSE**

- 1.01 To promote awareness, minimize risk, and ensure, as far as reasonably possible, the health and safety of workers who work alone. Strict adherence to this policy will assist in meeting health and safety legal requirements and demonstrate due diligence in working alone situations.

## **2. APPLICATION**

- 2.01 This policy applies to all employees who are working alone.

## **3. DEFINITIONS**

- 3.01 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.

## **4. POLICY**

- 4.01 Deputy Heads are responsible for ensuring a procedure for assessing working alone situations and site specific working alone plans are developed, communicated, implemented, and enforced.
- 4.02 Deputy Heads shall review each worksite under their control to identify employees who work alone.
- 4.03 Deputy Heads shall consult with the workplace occupational health and safety committee or representative if required; and with the employee who will be working alone to assess the conditions under which the employee is working, determine potential hazards and ways to minimize them, establish a means and schedule for communication with a contact person and provide for assistance in an emergency situation. The activities the employee will be doing need to be assessed for their level of risk; higher risk activities require shorter times between communication with the contact person. The result will be a written plan for working alone in a specific site.

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- 4.04      The working alone plan shall be signed and dated by both the Employing Authority and the employee who is required to work alone.
- 4.05      The Employing Authority shall give a copy of the plan to each employee who is required to work alone, and that employee's supervisor.
- 4.06      The Employing Authority and the employee shall comply with the plan.

## **5. ATTACHMENTS**

- 5.01      Working Alone Procedures Template
- 5.02      Working Alone Plan Template

## **ATTACHMENT 5.01**

### **Working Alone Procedures Template**

**Working alone in certain circumstances, situations, or environments can increase the risk to the health and safety of the worker. Special arrangements must be made to minimize this risk, especially after normal working hours, as these circumstances pose an additional risk to life and property.**

**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.**

**1. Written procedures developed 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 (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.

**2. The steps referred to in 1(e) shall:**

- specify the time intervals for checking on the worker. Higher risk activities require shorter time intervals between communications with the contact person;
- specify the person responsible for contacting the worker and recording the results of the contact;
- outline the process to be followed if the worker cannot be contacted, including provisions for an emergency rescue; and
- provide for checking with the worker at the end of the worker's shift.
- It is strongly recommended that handling of hazardous substances or performing hazardous activities be prohibited when the worker is working alone.
- Work involving entry into confined spaces must never be conducted alone.

**3. Communicate the site-specific Working Alone Policy to all workers under their jurisdiction and ensure understanding and compliance with the policy.**

**4. Maintain documentation of the site specific Working Alone Plans and requirements within each department.**

**ATTACHMENT 5.02****Working Alone Plan Template**

**Worker's Name:** \_\_\_\_\_

**Worker's Phone (Office):** \_\_\_\_\_

**Worker's Job Title:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Supervisor's Phone:** \_\_\_\_\_

**(Office/Other):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact Person's Phone #(s):** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Worksite (Name, Address, Location):**  
\_\_\_\_\_

**It is the responsibility of the supervisor to identify any hazardous agents or activities which arise from the conditions and circumstances of the worker's work.**

**IT IS STRONGLY RECOMMENDED THAT HANDLING OF HAZARDOUS SUBSTANCES OR PERFORMING HAZARDOUS ACTIVITIES BE PROHIBITED WHEN A WORKER IS WORKING ALONE.**

**WORK INVOLVING ENTRY INTO CONFINED SPACES MUST NEVER BE CONDUCTED ALONE.**

**What are the conditions or circumstances under which the employee is required to work alone:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Types of duties to be conducted stating limitations/prohibitions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Identify hazardous activities the worker may perform while working alone:**

- |                                 |                          |   |                          |
|---------------------------------|--------------------------|---|--------------------------|
| <b>Cash Handling Duties</b>     | <input type="checkbox"/> | <b>Work With Hazardous Substances</b>               | <input type="checkbox"/> |
| <b>Heavy Physical Labour</b>    | <input type="checkbox"/> | <b>Work With Heavy Machinery</b>                    | <input type="checkbox"/> |
| <b>Use Ladders, Scaffolding</b> | <input type="checkbox"/> | <b>Work With High Electric Currents</b>             | <input type="checkbox"/> |
| <b>Work With Animals</b>        | <input type="checkbox"/> | <b>Work With Power Tools</b>                        | <input type="checkbox"/> |
| <b>Work At Isolated Areas</b>   | <input type="checkbox"/> | <b>Work With Equipment Under Pressure Or Vacuum</b> | <input type="checkbox"/> |

**Other activities not listed above:**

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**Personal protective equipment required:**

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**Is the employee trained in the proper use of appropriate personal protective equipment and work procedures?** Yes  No

**Schedule for contacting the employee:**

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**Means of communication:**

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**Plan to assist the employee in case of an emergency:**

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**The working alone plan must be complied with by both the Employing Authority and the Employee. The working alone plan must be reviewed annually or more often if necessary. Records must be maintained of contact times and a check at the end of the work shift must be done.**

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**SIGNATURE OF EMPLOYING AUTHORITY**

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**SIGNATURE OF WORKER**

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**DATE**