



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Procedure Title: WORKING ALONE**

**Procedure No: 3003-01**

**Approval: CAO**

**Effective Date: September 9, 2014**

**Supersedes Procedure No: HR 11**

### 1. Definitions

- 1.1 Annually Administration will review and conduct if necessary hazard assessments to identify existing or potential safety hazards in the workplace associated with working alone.
- 1.2 The M.D. will implement safety measures to reduce the risk to workers from the identified hazards.
- 1.3 The M.D. will be required to ensure workers are trained and educated to the working alone procedural guidelines so they can perform their job safely.
- 1.4 The M.D. will ensure those employees working alone have a way of communicating by radio, telephone or other electronic communication device, with their employer or a designated person in case of an emergency situation.
- 1.5 When an employee is working by himself/herself and requires assistance, in the event of an injury, illness or emergency, the employee will follow working alone procedural guidelines that are located in the Health and Safety manual.
- 1.6 In the event an effective means of communication is not practicable or readily available at the worksite, the M.D. will either visit the worker periodically or ensure the worker contacts the employer at intervals of time appropriate to the nature of the hazards associated with the worker's work.
- 1.7 The Health and Safety committee will from time to time review the working alone procedures to ensure they meet current standards and regulations.

### 2. End of Procedure

**Approved: 10.03.824**