

**Title: Working Alone Policy**

**Policy No: 3019**

**Effective Date: January 14, 2020**

**Supersedes: 3003**

**Motion Number: 20.01.25**

**Approved by: CAO**

**Review Date: January 14, 2023**



**Purpose:** The purpose of this policy is to provide direction with regards to workers working alone or in isolation from other workers, or have limited access to emergency response personnel.

## **DEFINITIONS**

**JHA** means Job Hazard Assessment.

**FLRA** means Field Level Risk Assessment.

**OH&S** means Occupational Health and Safety.

## **POLICY**

### **1. Policy Statement:**

- 1.1 This policy is designed to provide direction with regards to workers working alone or in isolation from other workers, or have limited access to emergency response personnel. Through this policy, Greenview intends to eliminate the risk to workers working alone and comply with Occupational Health and Safety legislation.
- 1.2 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**

### **2. Working Alone:**

- 2.1 Working alone will only be permitted where all other reasonable and practicable options have been exhausted. Greenview will always strive to pair up workers to eliminate the risk associated with work in isolation.
- 2.2 Wherever practicable, Greenview will endeavor to pair workers when travelling to reduce the risks associated with travelling alone.

- 2.3 In the event that through the course of employment, a worker is required to work in isolation or work in an area or location where emergency services are limited the following steps will be taken to eliminate the risks associated with the task.
  - 2.3.1 Conduct a Hazard Assessment.
 

Using a JHA and FLRA, the worker and supervisor will examine the existing or potential safety hazards associated with the work to be performed.
  - 2.3.2 Eliminate and Reduce Risks.
    - a. Workers and supervisors involved in the Hazard Assessment will take steps to eliminate the hazards identified or implement procedures to reduce the degree of risk identified.
  - 2.3.3 **Establish an Effective Means of Communication**, take a **SPOT GPS** and **2-way RADIO** every time work is being conducted alone or in areas where service is limited.
    - a. Supervisors will have a communication system for workers to contact other workers who can respond to the workers need. The system will be appropriate to the hazard involved.
    - b. If electronic communication is not practicable or readily available at the work site, Greenview must ensure that; the Supervisor or another competent worker visits the worker, or the worker contacts the Supervisor or another competent worker.
    - c. Contacts with the worker must be established in writing and must be at intervals of time appropriate to the nature of the hazards associated with the workers work.
  - 2.3.4 Ensure Workers are Trained and Educated
    - a. Through the hazard assessment, workers involved in the work and those who would be contacted in the event of an incident, will be advised of all hazards associated with the work and in emergency response procedures.

## **RESPONSIBILITIES**

### **3. Responsibilities:**

<b>No.</b>	<b>Role</b>	<b>Responsibility</b>
3.1	Workers	To adhere to the policy
3.2	Safety Coordinator	Administrative
3.3	Management	To ensure this policy is understood by workers, and adhered to. Administrative duties as well.