COMMUNITY COUNCIL

Working Alone Policy

All employees will be trained on the working alone procedure by the supervisor onsite.

If an employee of the community council is working alone onsite, but others are in the vicinity they should make contact with other employees at every break they take throughout the day. This should be done by either the use of a radio, a cell phone or in person. These means of communication must be done at the morning coffee break, at lunch, at afternoon coffee time and at quitting time.

The employee is also required to assess any risks they may face throughout the day. These risks or hazards should be recorded on the hazard form. If the worker does not make contact then contact should be attempted by the supervisor. If no contact is made after 10 minutes then someone must go and check on the worker in person. If the worker is not responsive or injured upon arrival then 911 must be called and the emergency procedure must be activated.

Employees have the right to refuse working alone without any disciplinary action taken on the employee. The employee must comply with the safety policy and follow all safe work practices and procedures.

*The information in this policy does not take precedence over applicable legislation, with which all workers should be familiar.*

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Community Council Date

COMMUNITY COUNCIL

Working Alone Program

Community council has developed the following guidelines for all employees who are required to work alone without direct supervision.

1. The employee will be informed as to whom they will be working for and, if possible, a phone number for the same. They will be told the location of the jobsite, be given a description of the job to be done and the work to be accomplished, be told the precautions necessary to carry out their duties competently and be informed of any known or suspected work hazards.
2. An employee check will be conducted based on start time, during regular intervals of the job and stop time. An attempt will be made to maintain either radio or phone contact with the employee or by a personal visit to the jobsite at least every four hours.
3. Employees working alone are reminded to take absolutely no risks. If unfamiliar with the consequences of operating a machine in a certain manner do not experiment while working alone.
4. If unable to perform a certain duty because of the weather, site conditions, inexperience, nature of the work requested, inappropriate machinery or mechanical failure, an employee should inform their supervisor immediately and not attempt to reach a compromise on their own.
5. Employees are reminded that working safely is more important than working fast and carelessly.
6. In case of an emergency, an employee is expected to ensure their own personal safety first, then to immediately request help. Describe the situation or hazard, your exact location and whether medical, police or fire response is required. In extreme emergencies, call 911 and give the appropriate information.
7. Before leaving for the jobsite, an employee who will be working alone should use a check off system to ensure they are properly prepared and equipped to work alone.
	1. Knowledgeable of the work required.
	2. Familiarity with the machine to be used.
	3. Ability to perform the required work.
	4. Told someone where you’re going, what you will be doing and when you expect to return.
	5. Check that equipment to be used has been serviced and is operable.
	6. ALL PERSONAL PROTECTIVE EQUIPMENT required to perform the job safely is being worn or is readily accessible once the jobsite is reached.
	7. Be sure a charged fire extinguisher and first aid kit is available at the jobsite and be aware of its usage and how to activate it.
	8. Always have a list of phone numbers to be used in case of an emergency.

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Written By Date

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