

POLICY	
Policy Number: HS2020-032	Date Approved: March 2018
Department: Health and Safety	Date Reviewed: October 2020
Working Alone	

### 1. Policy Statement

The Department Head/Supervisor, in consultation with the Safety Coordinator and with the employee who may be working alone, will:

- Assess the conditions or circumstances under which the employee is required to work alone; and
- Develop and document a plan respecting the methods to be taken to ensure, so far as is reasonably practicable, the safety, health and welfare of the employee at that workplace, including a means of providing emergency assistance.

### 2. Purpose

To promote employee awareness and facilitate employee safety while working alone.

### 3. Scope

The Working Alone policy applies to employees of Town of Kirkland Lake (the Corporation) when both of the following conditions exist:

- The employee is the only employee for the Corporation at that workplace at any time; and;
- Is not directly supervised by a Department Manager/Supervisor or the Corporation, or another person designated as a Supervisor by the Corporation, at any time.

### 4. Definitions

**Working Alone** - means the performance of any work function by an employee who:

- Is the only employee for that Employer at that workplace at any time; and

- Is not directly supervised by his or her Employer, or another person designated as a Supervisor by his or her Employer, at any time.

**Hazard Assessment** - is the analysis of the risks and hazards, and the establishment of a corrective action plan to effectively manage work place risks to life safety and or the environment. The assessment must clearly identify the individuals responsible for required actions.

**Effective Means of Communications** - means radio, telephone, or other electronic communication device.

## **5. Policy & Procedures**

The Department Head/Supervisor, in consultation with the Safety Coordinator and with the employee who may be working alone, will:

- Assess the conditions or circumstances under which the employee is required to work alone; and
- Develop and document a plan respecting the methods to be taken to ensure, so far as is reasonably practicable, the safety, health and welfare of the employee at that workplace, including a means of providing emergency assistance.

### **Responsibilities**

#### ***Department Head/Supervisor***

- Identify risks or hazards associated with the work to be performed (hazard assessment) or the environment where the work is to be done.
- Conduct and document a job hazard analysis/ hazard assessment for each specific type of work.
- Communicate the results of the hazard assessment to all affected employees and others conducting similar work.
- Provide written procedures for employees required to work alone. This should eliminate or minimize identified risks.
- Develop effective methods of communication for employees who may require emergency assistance. When electronic devices are not feasible, an effective contact system must be established and the length of time an employee may be out of contact with a Department Head/Supervisor (the frequency of regular communications) must be based on the results from the hazard assessment and clearly communicated/understood.

- Document when working alone is permitted and or prohibited and ensure this is effectively communicated to all employees.
- Schedule potentially hazardous work for times when Department Heads/Supervisors and appropriate help will be available.
- Where possible provide adequate staffing (for example: buddy system) for hazardous tasks performed during off-hours or at remote locations.

### ***Employee***

- Participate in the working alone hazard evaluation and risk management decisions with the Department Head/Supervisor.
- Follow safe work practices outlined in safe work procedures.
- Maintain regular communication as directed by Department Head/Supervisors.

### **Procedure**

- Safety plans must be developed for all employees that are to work alone as part of their required duties.
- Include an assessment of all work areas for potential health and safety hazards through a Hazard Assessment.
- Identify how hazards will be eliminated or controlled.
- Identify an effective means of communication available including an emergency contact system for the employee in the event of an emergency.
- Specify procedures and effectively communicate the procedures to all affected employees.

### **Working alone is prohibited when the work involves**

- Confined space entry.
- An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.
- Electrical systems rated at more than 750 volts.
- A portable ladder that exceeds 6 meters in length and is not securely fastened, or work with a ladder that is likely to be endangered by traffic.
- The use of fall arrest equipment.

- Machine and power tools that could cause critical injury.
- Quick-acting acutely toxic material as described by the Material Safety Data Sheet.
- Use of supplied air respiratory equipment or self-contained breathing apparatus.
- Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line.
- A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel.
- Welding operation where a fire watcher is required.
- Tasks which, based on the risk assessment conducted by the Supervisor in consultation with the employee and the Safety Committee are deemed to require more than one person.

## **6. Summary**

### **Evaluation**

A review of adherence to this policy will be conducted on an annual basis by the Safety Coordinator.

### **Legislation/ Standards/ Regulations**

Ontario Occupational Health and Safety Act, R.S.O. 1990