



City of St. John's Corporate and Operational Policy

Policy: 03-07-15 Employees Working Alone

Status:

Issued By: Human Resources

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Index: 03 Human Resources

Section: 07 Health and Safety

Title: 15 Employees Working Alone

Purpose

To ensure the health and safety of Employees who are required to work alone or in isolation.

Policy Statement

All Departments shall identify situations where Employees are required to work alone or in isolation and develop procedures to be followed in such situations.

Definition:

Work alone or in isolation: means to work in circumstances where assistance would not be readily available to the worker:

- A. in case of an emergency;
- B. in case the worker is injured or in ill health.

Responsibilities:

Managers shall:

- identify situations where Employees are required to work alone or in isolation.
- ensure working alone procedures are developed for their division;

Supervisors shall:

- identify working alone situations;

- develop and implement working alone procedures;
- instruct their Employees regarding the working alone procedures and provide them with a copy of same;
- review and update Working Alone procedures at least annually.

Employees shall:

- participate in recording safety deficiencies in working alone situations;
- comply with working alone procedures;
- assist in identifying working alone or in isolation situations.

NOTE: Working alone is prohibited when work involves:

- confined space entry;
- installation or maintenance work on equipment that has a nominal working voltage of 750 volts or more;
- energized electrical conductors or equipment in tunnels or manholes that has a nominal working voltage of 750 volts or more;
- trenching and excavation;
- a portable ladder that exceeds a length greater than 6 meters (approx. 20 ft.), or where the ladder is likely to interrupt the normal flow of traffic;
- the use of fall protection equipment;
- scaffolding;
- quick acting, highly toxic chemicals;
- the use of a vehicle or heavy equipment around power lines where there is a possibility of contact;
- the use of vehicle or heavy equipment where the operator does not have a clear or full view of the intended path of travel;
- the risk of drowning.

WORKING ALONE GUIDELINES

- Identify working alone situations through the Hazard Assessment process.
- Identify the working alone contact person/call-in location
- Provide the working alone contact with a list of on-call Supervisors and the Employees who will be working alone.
- Determine the frequency of contact between the Employee and the working alone contact. (Maximum time between contacts is two hours).
- The Employee must make contact with the contact person on arrival and at the completion of the site visit. In case of a longer site visit, contact must be made every 30 minutes until they are clear of danger and the visit is over.
- Identify method of contact (i.e. two-way radio, cell phone, pager etc.) Ensure that your method of contact is charged and functioning.
- Provide the working alone contact with a list of working alone Employees and frequency and method of call-in.
- If the Employee fails to make contact within the allotted timeframe, the working alone contact shall try to contact the Employee.
- If the Employee cannot be contacted, the working alone contact shall contact the on-call Supervisor. The Supervisor shall then go to the last known location of the Employee.

- The working alone contact should maintain a log sheet of working alone situations and a copy is to be sent to the user departments on a regular basis.
- Working alone procedures must be communicated to all affected Employees and they should be provided with a copy.

Where Employees are required to work alone during normal business hours, contact should be made once in the morning and once in the afternoon with their departmental staff.

Application

Responsibilities

All departments and employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Special Meeting of Council, May 2, 1994. Finance and Administration Standing committee report - October 28, 2009. Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
- ☐ No