



Village of Cremona

Policy #1703-01

Working Alone

POLICY STATEMENT:

The Village of Cremona will provide guideline for its employees on working alone.

PURPOSE:

To ensure employees who work alone are aware of the procedures involved in working alone in order to prevent incidents, injury to people and/or damage to property.

1. DESCRIPTION:

Part 28 of the Occupational Health and Safety Code defines *Working Alone* as “a worker that works alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill.”

2. SAFETY EQUIPMENT REQUIRED:

- CSA approved reflective safety vest
- CSA approved footwear
- Sufficient and reliable communication device to check-in
- Additional – depending on job tasks and the hazards associated with the tasks.

3. PROCEDURE:

- 3.1 Employees are to perform a visual assessment of the site prior to work commencing and at intervals appropriate to work being conducted. Should a concern regarding the security of the worksite be noted, employee is to contact Foreman/supervisor or designate immediately and fill out a hazard assessment.
- 3.2 Whenever equipment and machinery are used, applicable safe work procedures for Equipment Operating must be followed.
- 3.3 Follow safe work procedures for traffic hazards – all employees.
- 3.4 Follow safe work procedures for general vehicle operations – all employees.
- 3.5 Employees must wear and be trained on the correct use, limitation, maintenance and storage of personal protective equipment applicable to job task. Follow safe work procedures for PPE.
- 3.6 Employees working alone must have some form of electronic communication device to check in with, or follow a pre-determined check in schedule with Foreman/supervisor or designate.

- 3.7 The frequency of the check in must be predetermined prior to work commencing, be based on the hazards of the job task and be completed by the supervisor. The pre-arranged check in schedule must include employee checking in prior to, during and at the end of the planned activity at the site. Working alone check-in sheets must be completely filled out and provided to the Health and Safety Coordinator for record keeping purposes.
- 3.8 Employees must be aware of the hazards associated with job task and must be foretold of any potential violent concerns regarding job task in that area.
- 3.9 Adequate rest periods should be taken by employees who are traveling alone.

4. EMERGENCY RESPONSE PROCEDURE

- 4.1 **First Aid** – Obtain first aid if you are injured. First aid kits are available in all Village locations, vehicles and equipment. Report the injury to your Foreman/supervisor or designate immediately.
- 4.2 **Fire** - Fire extinguishers are available in all Village locations and in all Village vehicles and equipment. For uncontrollable fires, contact 911 immediately. Never operate a fire extinguisher beyond your level of experience. Follow safe work practices for fire extinguishers.
- 4.3 **For all other emergencies** – Contact your Foreman/supervisor or designate or 911 if required.
- 4.4 **In the event an employee does not call in at designated check-in time or electronic communication is severed:**
 - 4.4.1 Foreman/supervisor or designate must try to contact the employee by electronic means if feasible.
 - 4.4.2 If still unable to contact Foreman/supervisor or designate must either personally go to the area where employee was last known to be working or delegate another employee in the near vicinity to attend. Lag time between contacts **MUST** be minimized as much as possible. Findings will determine the course of action to be taken, i.e. first aid, calling police, ambulance, etc...

5. END OF POLICY

Resolution # 008-16

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