

415 WORKING ALONE

PURPOSE

To ensure the safety of employees who work alone.

SCOPE

This procedure applies to all MESC employees who work alone and their supervisors. Employees who are directed to work alone are to be protected in accordance with the *Occupational Health and Safety Act*.

DEFINITIONS

“Work Alone” means to work alone by administrative direction at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

PROCEDURES

1. The Associate Superintendent: People Services or designate will conduct an annual hazard assessment to identify existing or potential hazards. The assessment should be revisited as environmental or working conditions change.
 - 1.1 The Associate Superintendent: People Services or designate will ensure that employees have the opportunity to participate in the hazard assessment and the elimination or control of any hazard identified.
 - 1.2 The Associate Superintendent: People Services or designate will take all reasonable steps to control or eliminate hazards by developing safe work procedures.
 - 1.3 The Associate Superintendent: People Services or designate will maintain a written hazard assessment report, including review dates and measures taken to eliminate or control hazards.
 - 1.4 On an annual basis, the Associate Superintendent: People Services or designate will review and update the hazard assessment with employees.
 - 1.5 The supervisor will communicate the hazard assessment to all employees affected by the assessment.

2. The Associate Superintendent: People Services or designate will establish an effective means of communication between any worker who are Working Alone and persons capable of responding to the worker’s needs.
 - 2.1 A radio, telephone or other electronic device constitutes an effective means of communication.
 - 2.2 Where radios, telephones or other electronic devices are impractical, the supervisor must plan for the employee to make direct contact with other personnel.
 - 2.3 The intervals of time between contact periods will be determined by and appropriate to the degree of hazard.
 - 2.4 The contact method and interval will be part of the written hazard assessment report.

3. The Associate Superintendent: People Services or designate will ensure that all employees receive training and are competent to work alone safely. Details of the training provided will be included in the hazard assessment report.

4. The Associate Superintendent: People Services or designate will ensure that all MESC owned equipment and vehicles are in good working condition, meet appropriate regulatory standards and are used in accordance with manufacturer's specifications.

5. The Associate Superintendent: People Services or designate will ensure that First Aid supplies are available in accordance with applicable regulations.

REFERENCE AND LINKS

- *Occupational Health & Safety Act*