WORKING ALONE

Belief

The Division is committed to ensuring the health and safety of its employees.

Guidelines

1. Occupational Health and Safety Act defines working alone as working in circumstances where assistance is not readily available in the event of an injury, illness or emergency. The following categories of employees must comply with this administrative procedure:

   1.1 Employees who handle cash who may be at risk for robbery.
   1.2 Employees who travel alone.
   1.3 Employees who do hazardous work but have no routine interaction with others while completing this work.
   1.4 Employees whose worksite is isolated from the public view and who access their worksite on evenings or weekends.

2. The Health and Safety Coordinator is responsible to review hazard assessments and related controls for employees that work alone on an annual basis.

3. Site supervisors will communicate the control/s to all of their employees.

4. Controls:

   4.1 When employees are alone the facility must be locked at all times and equipped with a door bell. The employee will screen visitors prior to unlocking the door.

   4.2 Employees must notify another trusted person that they will be working alone including the time that they expect to arrive and leave the facility.

   4.3 The employee will have a cellphone or comparable communication device that they can keep on their person while working alone in the facility. They will ensure that their contact person has their contact information.

   4.4 Custodians will wear at all times a call button while working alone.

   4.5 If a maintenance person is on a call out performing a task with a risk of injury they must call their contact person hourly. If the contact person does not hear from them they will attempt to call the employee. If the employee does not respond the contact person will call 911.

   4.6 Employees travelling must sign out on the sites status board and sign in when they return. If the employee does not intend to return or cannot return to the site they are to notify their contact person.
4.7  Initial home visits should always be done in pairs with a contact person and cellphone as backup. An employee can conduct repeat home visits alone if considered low risk and there is a contact person and cell phone.

WRPS Health and Safety Manual