Working Alone Policy



1. **Policy**

ABC COMPANY will make every reasonable effort to schedule work to minimize the incidence of employees working alone or in isolation. However, we recognize that there are certain circumstances in which employees will be required to work alone.

When employees are required to work alone or in isolation, ABC COMPANY is committed to providing and maintaining procedures which will promote a safe and healthy work environment.

2. **Purpose**

The purpose of this policy is to provide a safe environment and promote safe work practices for employees who are required to work alone or in isolation.

3. **Scope**

This policy applies to all employees of ABC COMPANY, while they are on duty, regardless of their work site.

4. **Definitions**

“Working Alone or in Isolation” means to work in circumstances where assistance would not be readily available to the worker

In case of an emergency, or

In case the worker is injured or in ill health.

5. **Responsibility**

- *Human Resources*

The Human Resources Department is responsible for maintaining current information on safety risks and preventative measures for working alone situations, making supervisors aware of these issues, and updating this policy as necessary.

The Human Resources Department will produce checklists or other tools to assist supervisors to conduct safety assessments.

- *Supervisors*

Supervisors are responsible:

For being aware of this policy and procedure and for ensuring compliance by all employees within their jurisdiction.

For carrying out assessments, identifying risk, communicating risks to employees and taking steps to eliminate such risks. This includes ensuring training, investigations and evaluations required by this policy are completed.

For recording each incident, occurrence or concern of employees working alone, making note of the date, circumstances, resolutions and other details.

For taking every step reasonable to respond to employees’ concerns or correct any unsafe situation.

- *Employees*

Employees must report any concerns they have regarding health and safety to their Supervisor.

Employees must follow security procedures and practice safe work practices.

6. **PROCEDURE**

Situations where employees may be working alone or in isolation must be examined and any hazards to the worker identified.

Potential workplace hazards and safety risks must be identified and communicated to affected employees. Employees must be consulted when identifying risks and discussing potential corrections.

The Joint Health and Safety Committee or Health and Safety Representative, as applicable shall be involved in the process of assessment, identification and elimination or reduction of any risks and in the development and implementation of any written procedures related to working alone or in isolation.

Any identified hazards or risks shall be eliminated or reduced if practicable using engineering controls, administrative controls or both.

An effective means of communication, and other security measures shall be available to all employees who work alone or in isolation, and appropriate training shall be provided.

A person shall be designated to establish contact with the employee at predetermined time intervals and the results of those checks shall be recorded in a log book. A check designated to check on the employee’s well-being shall be trained in the written procedure for checking on the employee’s well-being.

Employees will be educated about the potential risks associated with working alone or in isolation and shall be trained to take steps to prevent or eliminate such risks.

All incidents, occurrences, concerns of employees will be recorded and assessed. Where possible, corrective measures will be taken to prevent recurrences.

All security practices and working alone procedures shall be thoroughly reviewed annually, and adjusted accordingly.

7. **REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

British Columbia Occupational Health and Safety Regulation

SPP HR 6.01.BC – Health and Safety Principles

SPP HR 6.02.BC – Accident and Injury Reporting

SPP HR 6.03.BC – Accident Investigation