

Section/Number: Occupational Health and Safety - 009	Approval Date: (DD/MM/YY)
Subject: Working Alone	Amendment Dates:
<p>Policy</p> <p>The Community Government is committed and responsible to provide as safe a work environment as is reasonably possible for any employees who are required to work alone.</p>	
<p>Definitions</p> <p>Working alone means to work at a worksite as the only worker of the Community Government at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. While management is responsible to provide a safe work environment, employees are also expected to make every effort to assess hazards and to take steps to avoid unnecessary risks while working alone. 2. Employees working alone in an office must identify a contact person and advise the contact person when the employee plans to leave the place of work. <ol style="list-style-type: none"> 2.1. The employee must contact the contact person when he/she leaves the place of work or if the employee plans to stay longer. 2.2. The contact person is to attempt the employee immediately if he/she does not contact him/her at the pre-arranged time. 2.3. The contact person is to contact the RCMP immediately if he/she cannot contact the employee at the designated time. 3. Employees working alone in outside an office, such as Bylaw Officers, Municipal Works staff and/or Truck drivers and Equipment Operators, must make regular (hourly) contact with a designated contact person, such as a supervisor during regular work hours and must identify a contact person during non-regular work hours. 4. To ensure employee safety, the Community Government has implemented the following measures: <ol style="list-style-type: none"> 4.1. A security alarm system has been installed. 4.2. Notices are displayed prominently in each area indicating the emergency phone numbers to call for assistance. 4.3. All doors and windows must be secured with appropriate barriers. 	

- 5. While working alone, employees will follow these procedures
 - 5.1. Do not open back doors
 - 5.2. Secure all doors, windows and entrance areas
 - 5.3. Ensure a means of contact and a specified contact person
 - 5.4. Ensure they are familiar with the alarm system
 - 5.5. Do not accept bills larger than \$20 after a designated time.
- 6. All employees will be trained to ensure they are competent and ready to work alone safely.
- 7. The training will include the following:
 - 7.1. Employees will be made aware of hazards associated with working in isolation away from public view
 - 7.2. Employees will be trained in non-violent responses to threatening situations
 - 7.3. Employees will be trained in the proper use of security systems to prevent/discourage intruders
 - 7.4. Employees will be trained in questioning persons about the appropriateness of their presence.

Attachments

N/A

References

N/A