

WORKING ALONE

The Board of Trustees believes in ensuring the work site safety of all employees.

Background

A worker is considered to be working alone if the worker works by himself or herself at a work site in circumstances where assistance is not readily available when needed. HPSPD must organize work schedules and workplace procedures to eliminate the risk of workers working alone and to comply with the Occupational Health and Safety Code.

Procedures

1. For all employees who work alone, the supervisor shall:
 - 1.1. conduct a hazard assessment to determine the hazards associated with working alone;
 - 1.2. implement safety measures to reduce the risk to employees from the hazards they identify, and
 - 1.3. provide effective radio, telephone or other electronic communication between a worker who works alone and persons capable of assisting the worker in an emergency or if the worker is injured or ill. If electronic communication is not practical or readily available at the work site, the supervisor must ensure that the employer or another competent worker visits the worker, or the worker contacts the supervisor or another competent worker.
 - 1.3.1. The visits or contacts referenced in 1.3 must be at intervals of time appropriate to the nature of the hazards associated with the worker's work.
2. The Board considers the following categories of employees who may, from time to time, work alone:
 - 2.1. employees who handle cash,
 - 2.2. employees who travel away from base office to meet clients,
 - 2.3. employees who do hazardous work, but have no routine interaction with customers or the public,
 - 2.4. employees who travel alone, but have no routine interaction with customers or the public, and
 - 2.5. employees who are at risk of violent attack because their work site is isolated from public view.
3. A hazard assessment shall be communicated to all affected employees by the supervisor.
4. Employees, wherever possible, shall be participants in the hazard assessment and in the elimination or control of identified hazards.
5. Safety measures relative to the job will be implemented by the supervisor.
6. Effective communication processes will be determined and designated persons in a possible emergency will be identified by the supervisor.
7. Where applicable, employees will be trained and educated so they can perform their job safely.

References

OHS Act, regulation and code

Hazard Assessment and Control: a handbook for Alberta employers and workers

Working Alone OHS information for employers and workers