



POLICY

SECTION: HUMAN RESOURCES

NO: HR-HS-47

REFERENCE: HEALTH AND SAFETY

Date: June 26, 2023

Next Review Date: June 2025

TITLE: WORKING ALONE

1.0 POLICY

- 1.1 The City of Dryden will provide a safe work environment for employees. The City will take reasonable and practical steps to eliminate, or minimize, injury or incident risks associated with the nature of the work being performed when working alone. The purpose of this policy is to protect workers who are working alone and to enable them to request immediate assistance in the event of an emergency.

2.0 SCOPE

- 2.1 All managers, staff, volunteers, and contractors employed by the City of Dryden.

3.0 DEFINITIONS

- 3.1 Working Alone: Any time in the shift where assistance is not readily available from a co-worker, or from a member of the public, when needed. This can occur during the normal course of duties, or in the event of an injury, illness, or other emergency.
- 3.2 Employee: anyone who is working for the City of Dryden (workers, volunteers, and contractors).

4.0 RESPONSIBILITIES

- 4.1 Manager or supervisor:
- a) Communicate this policy to employees who work alone.
 - b) When an employee is tasked to work alone, conduct a job hazard assessment (JHA) to identify existing or potential hazards, related to the nature of the work or the work environment.
 - c) Take all reasonable and practical steps to minimize or eliminate identified incident risks.

- d) In cases where hazards are identified, establish an effective means of communication between the employee and person(s) capable of responding to the employee's needs.
- e) Identify, document in an operating procedure, and communicate any work operations that are not to be performed by employees who are working alone (see 5.0).
- f) Consult with the Joint Health and Safety Committee (JHSC), or Health and Safety Representative (HSR), in developing practical steps to minimize or eliminate identified risks.
- g) Review JHAs as outlined in the Safety Audit Policy, HR-HS-57. The JHA will be reviewed sooner if the condition or circumstances of the employee's job changes (e.g. new equipment, new physical environment, new hazards identified, etc.).

4.2 Employee:

- a) Advise managers and supervisors of any hazards of working alone that may require additional assessment.
- b) Follow this policy, and any procedures outlined in any other document, implemented for their protection.
- c) Maintain a safe work environment and take every reasonable precaution when working alone.

4.3 Site Based Health & Safety Committee or Representative:

- a) Can participate with the working alone JHA when requested and help to develop practical steps to minimize or eliminate identified risks.
- b) Respond to the employee concerns related to working alone and communicate these to management.

4.4 Health and Safety Coordinator

- a) Assist management, the JHSC, and/or HSR with JHA and developing steps to minimize or eliminate identified risks.
- b) Assist management to implement this policy and develop divisional procedures.
- c) Review this policy biannually, or sooner if required.

5.0 REGULATORY RESTRICTIONS

5.1 Working Alone is prohibited when working:

- a) In a confined space entry (O. Reg. 851 RRO, 1990, Section 69 F and City of Dryden's Confined Space Entry Program);
- b) On electrical transmission systems or outdoor distribution systems rated at more than 750 volts (See O. Reg 851 Section 42.2, Industrial Establishments);

**This procedure is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**

- c) On a portable ladder that exceeds 6 meters in length and is not securely fastened, or work with a ladder that is likely to be endangered by traffic;
- d) On suspended work platforms or when using fall arrest equipment;
- e) With quick-acting highly toxic material as described by the Material Safety Data Sheet, e.g., inorganic cyanides, fumigants, etc.;
- f) Requires the use of supplied air respiratory equipment or self-contained breathing apparatus (CSA Standard Z94.4-93 Sections 9.3.3, 9.3.4);
- g) Places a person at risk of drowning (O. Reg. 213 Section 27, O. Reg 851, Section 86);
- h) Where the operator of a vehicle, crane, mobile equipment, or other similar material handling equipment does not have a full view of the intended path of travel (O. Reg. 851, Section 56);
- i) Where a vehicle, crane or similar equipment is operated in a location where the vehicle or its load could come into contact with a live power line;
- j) In trenches (O. Reg. 213, Section 225);
- k) Involves welding operations where a fire watcher is required as per the current CSA Standard W117.2-94 for Safety Welding, Cutting and Allied Processes; and,
- l) Any task, based on the JHA, deemed to be a medium to high risk.

6.0 APPLICATION OF PRINCIPLES:

- 6.1 Potential steps to minimize or eliminate identified working alone risks (not considered inclusive):
- a) Provide employee with a list of internal and external numbers to call for assistance.
 - b) Provide employee with an effective means of communication (radio, cell phone, etc.) where deemed appropriate by the manager.
 - c) Establish an effective contact system (check-in procedure, periodic site visit) with the frequency of the contact determined based on the hazard risk and task (example: when investigating a complaint, bylaw officer will send a text message to their supervisor before approaching the property, and then send a text message when they are back in their vehicle).
 - d) Establish a code word indicating that assistance is needed.
 - e) Develop and implement procedures for opening, closing, or securing the workplace prior to starting and ending a shift.
 - f) Documentation and communication of when working alone is permitted or prohibited.
 - g) Scheduling hazardous work for times when appropriate assistance is available.
 - h) Eliminate working alone when hazardous tasks are performed at off-hours or when at remote locations.

7.0 COMPLIANCE AND VIOLATIONS

- 7.1 Employees found in violation of this policy may be subject to disciplinary action in accordance with the City's Code of Conduct Policy (HR - CO - 01) and Discipline Policy (HR - DI - 01).

History			
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