

SAFE WORK PRACTICE

TITLE	Working Alone Program
GENERAL	Protecting workers from injuries associated with working alone
APPLICATION	Whenever a worker has to perform a task or function unaccompanied
PROTECTIVE MECHANISMS	Safe job procedure PPE
SELECTION AND USE	As per job requirement and site specific entry
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements
WORKER RESPONSIBILITY	<p>The company has developed the following guidelines for all employees who are required to work alone without direct supervision:</p> <ol style="list-style-type: none"> 1) The employee will be informed as to whom he will be working for and, if possible, a phone number for the same. He will be told the location of the job site, be given a description of the job to be done and the work to be accomplished, be told the precautions necessary to carry out his duties competently, and be informed of any known or suspected work hazards. 2) An employee check will be conducted based on start time. An attempt will be made to maintain either radio or phone contact with the employee or by a personal visit to the job site at least once daily. 3) Employees working alone are reminded to take absolutely no risks. If unfamiliar with the consequences of operating a machine in a certain manner do not experiment while working alone. 4) If unable to perform a certain duty because of the weather, site conditions, inexperience, nature of the work requested, inappropriate machinery or mechanical failure, an employee should inform his supervisor immediately and not attempt to reach a compromise on his own. 5) Employees are reminded that working safely is more important than working fast and carelessly. 6) In case of an emergency an employee is expected to ensure his own personal safety first, then to immediately request help. Describe the situation or hazard, your exact location and whether medical, police or fire response is required. In extreme emergencies simply call 911 and give the appropriate information 7) Before leaving for the job site, an employee who will be working alone should use a check off system to ensure he is properly prepared and equipped to work alone. <ol style="list-style-type: none"> a. Knowledgeable of the work required b. Familiarity with the machine to be used c. Ability to perform the required work d. Told someone where you're going, what you will be doing and when you expect to return e. Check that equipment to be used has been serviced and is operable f. ALL PERSONAL PROTECTIVE EQUIPMENT required to perform the job is safely being worn or is readily accessible once the job site is reached. g. Be sure a charged fire extinguisher and first aid kit is available at the job site and be aware of its' usage and how to activate it. h. Always have a list of phone numbers to be used in case of an emergency.

* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation.