



## Procedure

Saskatoon & Area - Occupational Health & Safety

**Number:** 53-027

**Title:** Physical Hazard: Working Alone

**Saskatchewan Employment Act:**

**OHS Regulation:** 35

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** May 28, 2018

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### Purpose

The purpose of this procedure is to ensure the safety of workers required to “work alone”

### Procedure:

Manager/Supervisor:

- Identify risks at each worksite where a worker will be working alone or in isolation. Assessment is a primary tool to decrease/eliminate hazards
- Eliminate or reduce identified risks using interventions such as:
  - Safe work procedures including a process or decision tree of who to call and when
  - A safe work procedure for a personal check by another person such as a co-worker, supervisor or security; “buddy system” as well as a periodic telephone contact by supervisor or designate
  - The availability of personal alarms or other alarm systems to ensure timely assistance as required
  - The use of tracking apps or 3<sup>rd</sup> party monitoring systems
  - Job rotations to allow for breaks from working alone
  - Limitations on specified activities
  - Provision of personal protective equipment if applicable
- Provide supervision to ensure workers are using equipment and following safe work procedures
- Register all new staff for Welcome Onboard Week where they will receive the WAVE 101™ which includes basic information on working alone

Worker:

- Follow safe work procedures and complies with the processes when working alone
- Informs supervisor if any risks are identified
- Provides input into adapting procedural reviews and audits
- Report any incidents or hazards related to working alone to their manager/supervisor and the Safety Alert System/Incident Reporting Line

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

May 28, 2018