

TOWN OF STETTLER

<u>Prepared by:</u>	Town of Stettler Safety Dep.	<u>Number:</u>	XIII-3
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	2025 09 16
		<u>Revised Policy:</u>	
		<u>Current Policy:</u>	2025 09 16

Title: **Working Alone**

Purpose: To establish measures to protect employees who work alone or in isolation during regular or emergency situations, ensuring compliance with Alberta's OHS legislation.

1. Scope:

This policy applies to all employees with the Town of Stettler working alone or in isolation within any Town of Stettler facility or work site.

2. Definitions:

- **Working Alone:** Performing work in circumstances where assistance is not readily available in case of injury, illness, or emergency. When they cannot be seen or heard by another person.
- **Isolation:** Being without close or direct supervision.

3. Responsibilities:

- Review safe work procedures and hazard assessments to determine which tasks are defined as working alone.
- Review the Working Alone Procedure as identified by Appendix Q in the Town of Stettler Safety Manual
- Implement control measures to eliminate or minimize identified risks.
- Establish and maintain a communication system for employees working alone.
- Provide training to employees on the hazards of working alone and the procedures to follow.
- Ensure that emergency procedures are in place and known to all employees.
- Monitor the effectiveness of the working alone procedures and make improvements as necessary.

4. Hazard Assessment and Control Measures:

The employer shall conduct a hazard assessment to identify potential hazards associated with working alone, including:

- Physical hazards (e.g., slips, trips, falls).
- Health hazards (e.g., medical emergencies).

- Psychological hazards (e.g., stress, fatigue).

Based on the assessment, appropriate control measures shall be implemented, such as:

- Implementing buddy systems or regular check-ins.
- Providing personal protective equipment (PPE).
- Ensuring access to first aid supplies.
- Establishing emergency procedures.

5. Communication Systems:

The employer shall establish a reliable communication system for employees working alone, which may include:

- Regular phone check-ins.
- Two-way radio check-ins.
- Use of safety monitoring applications.
- Emergency contact numbers.

Employees shall be trained on how to use these systems effectively.

6. Emergency Procedures:

Clear and concise emergency procedures shall be established, including:

- Steps to take in case of injury, illness, or other emergencies.
- Designated emergency contacts.
- Evacuation routes and muster points.

Employees shall be familiar with these procedures and participate in regular drills.

7. Training and Awareness:

All employees shall receive training on:

- The hazards associated with working alone.
- The procedures to follow in case of an emergency.
- The use of communication systems.

Training shall be provided during onboarding and periodically thereafter.

8. Monitoring and Review:

The employer shall regularly monitor the effectiveness of this policy and make improvements as necessary, including:

- Reviewing incident reports.
- Soliciting employee feedback.
- Conducting audits of procedures and systems.

9. Policy Review:

This policy shall be reviewed by the Joint Health and Safety Committee annually or following any significant changes to the workplace or legislation and be brought forward to the adopting authority following any changes.