



SAFE WORK PROCEDURE

SWP: 17-01
Issued: 13- Dec - 2017
Rev. #: 0

Working Alone Policy

Created by: DH
Reviewed by: LMRC
Approved by: CAO

1.0 Purpose:

The Village of Haines Junction is committed to protecting the safety of its employees at all times. For that reason, it is the policy of the municipality that every reasonable precaution will be taken to protect employees when they must work alone.

All employees have the right to immediate and appropriate assistance if they are injured on the job. This policy and the associated tables (Appendix A & B) are designed to ensure that all workers who are required to work alone or in isolation have access to a check-in system that will ensure that help is readily available to them.

1.1 Scope:

This policy applies to all Village of Haines Junction workers doing jobs or tasks that require them to work alone or in isolation where assistance is not readily available to them in the event of an emergency, injury, or illness while on the job.

1.2 Definitions:

Alone: A person is alone at work when they are the only person on the site and cannot be seen or heard by another person, working in an isolated area, and does not expect a visit from another worker for some time.

To work alone or in isolation Means to work in circumstances where assistance would not be readily available to the worker:

- (a) in case of an emergency, or
- (b) in case the worker is injured or in ill health.

Contact Person Is the person or agency that will be called when a worker is working alone or in isolation and is required to use a check-in system. That Contact person or agency will keep records of the check-in activities, and contact the worker who is working alone if they fails to check-in.

Check-in The act of notifying the Contact Person that a task is starting, continuing or ending, or that the worker is not injured or ill.



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Examples of Positions That May Require Working Alone Procedures

- Staff on shift who have to close facilities, or on weekends and evenings.
- Pool and Arena maintenance workers.
- Standby person, Callout person, Public Works staff checking alarms after hours.
- Building Inspectors, Bylaw Enforcement officers (if applicable).

2.0 Roles & Responsibility:

2.1 Employer

- Ensure that procedures and resources are in place to minimize harm to employees who are working alone or in isolation.
- Ensure that workers are trained in these procedures.

2.2 Manager / Supervisor

- Assess the level of risk in their areas to determine the appropriate procedures needed to minimize the risk.
- Develop procedures for checking on an Employee's wellbeing, including time intervals between check-ins. This must be done in consultation with the Employee and the Shop Steward if requested.
- Check-in procedures are to be given to the Employee in writing.
- Ensure that the person designated to maintain contact with the employee working alone documents the check-in times and other applicable information.
- Ensure there is a means of summoning help in an emergency where an employee has been assigned to work alone or in isolation.
- Ensure that an Alternate Contact person is identified.

2.3 Employees

- Consult with your supervisor as necessary to schedule work done in isolation and to maintain communication during such periods.
- Use / follow the check-in procedures provided.



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2.4 LMRC

- Annually review the program to ensure its effectiveness and provide comments or recommendations.

3.0 Procedure:

- 3.1 When Employees must work alone they will stay in regular communication as per written direction from the Manager / Supervisor.
- 3.2 Employees working alone shall have a designated contact with whom they can stay in regular communication.
- 3.3 The Supervisor will decide, based on the work to be done and the risks involved, whether it is safe to work alone. They will determine what measures are needed to protect the lone workers.
- 3.4 If the system includes communication devices, the Employee who must work alone is responsible for checking their device and make sure it is operating, and that back up batteries are readily available, if appropriate.
- 3.5 Employees have an emergency procedure to follow in case their safety is threatened. That procedure varies, depending on the working environment, duties, and location.
- 3.6 A first aid kit and applicable emergency supplies are considered when assigning Employees to work alone.
- 3.7 Where possible, higher risk tasks are to be scheduled when another worker is present.
- 3.8 High-risk activities:
 - i. Working with electricity
 - ii. Working with toxic chemicals
 - iii. Working at heights
 - iv. Entering confined spaces
 - v. Trenching
 - vi. Working with hazardous equipment (e.g. chain saws)
 - vii. Working with the public, where there is a potential for violence



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- 3.9 When traveling between communities, employees shall take a cell phone or 2-way radio if at all possible. If one of these is not available the employee checks in with a contact person before they leave and advises that person of their destination and the expected arrival time. Employees shall report any changes in plans to the Contact person. Once the employee arrives at their destination, the Contact person should be advised without delay.
- 3.10 If an employee does not report in according to the plan, the Designated Contact person follows established emergency procedures (e.g. call Emergency Services).

4.0 Hazard & Risk Assessment:

The risk assessment is a step-by-step process that identifies the nature and type of hazard that could reasonably be anticipated in the workplace and assesses the likelihood of such hazards occurring. It is intended to help set priorities and identify tasks that require further analysis to ensure that effective controls are implemented.

A check-in assessment form has been developed to help with the development of controls and in order to determine the frequency of check-in times. These assessments need to be completed for workers who have been assigned a job or task where they may be working alone or in isolation. The Check-in Assessment Worksheet is located in Appendix A of this document.

Check-in assessments will be done for any new positions where a worker is assigned to work alone and where any positions or situations on the current inventory are substantially changed. A completed worksheet sample is included in Appendix B

Risk Scores / Levels

The Risk Assessments will determine the risk of individual tasks. Risks are divided into three categories:

- **Level 1 - Risk Score is greater than 400**
Frequency of check-ins: at least every hour and end of shift.
- **Level 2 - Risk Score is between 200 and 400**
Frequency of check-ins: every 2 hours or more often as is required by the nature of the task, and end of shift.



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- **Level 3 - Risk score is less than 200**

Frequency of check-ins: at the beginning and end of the shift or task, or as often as is required by the nature of the task.

5.0 Consequences:

Failure to comply with this policy may result in disciplinary action, where circumstances warrant.

6.0 PPE Required: As identified in the Risk Assessment

Eg : High Visibility Vest, Hard Hats, Safety Glasses, Steel Toe Boots, etc.

7.0 Related Documents:

Collective Agreement(s) between the Village of Haines Junction and the Public Service Alliance of Canada
Yukon Occupational Health and Safety Act and Regulations
Yukon Workers' Compensation Act

8.0 Revision History:

Date	Revision #	Reason for Revision
28-Nov.-17	0	Issued new Policy



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Appendix A - Working Alone Risk Assessment

Instructions:

Complete this worksheet with the worker for each situation where a worker is working alone and may be at risk of an injury that would prevent them from obtaining help.

1. In the table in Appendix B:
 - a. Consider which hazards in columns A and B might apply and specify the injury in column C.
 - b. For column D - Use Table 1 on page 7 to assess the probability of the accident occurring.
 - c. For column E - Use Table 2 on page 7 to assess the likelihood that the accident would result in an injury serious enough to be disabling.
 - d. For column F - Use Table 3 on page 7 to assess the likelihood of help being available to the worker.
 - e. Rate the requirement for a check-in system by multiplying the numbers in Columns D, E and F. Enter the result in Column G.
2. Enter the score from Column G into the Final Risk Score below. Include comments and recommendations as required.
3. If the Risk Score is:
 - Less than 200 (low), no further action is required.
 - Between 200 and 400 (moderate), a check-in procedure must be implemented.
 - Greater than 400 (high), the checks must be frequent and other mitigation must be considered and implemented.

Job Title: _____ Assessment Done By: _____

Task: _____ Date: _____

Final Risk Score:

Comments / Recommendations:

Employee Signature: _____



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Appendix A - Working Alone Risk Assessment Scoring Table

Table 1 - Likelihood of an accident occurring	
The risk factors for performing this task mean that an accident:	Value
Will probably happen	10
Has a very high likelihood of occurring	8
Is quite possible; would not be unusual; has happened before	6
Would be an unusual event	4
Would be remotely possible	2
Would be extremely remote but conceivably possible	0.5
Would be almost impossible; a "one in a million" possibility; has never happened in spite of exposure over many years	0.1

Table 2 - Likelihood of a disabling injury	
The seriousness of a likely accident means that a disabling injury, one that would prevent calling for help, would be:	Value
The expected result	10
The probable result	8
An unusual result	6
The remotely possible result	4
The practically impossible result	2

Table 3 - Likelihood of help being available for the injured workers		
Work Situation:	Availability of Help	Value
Worker is in an isolated area with no one likely to pass by or see the worker for 2 hours or more	Almost Never	12
Worker is working in an area where customers and other employees come by occasionally, e.g. every 30 to 60 minutes.	Rare	8
Worker is in an isolated area where there is regular traffic of customers and/or other employees, e.g. every 30 minutes or so.	Occasionally	6
Worker is out of site or isolated from the general public and other employees but other employees come by on a regular and frequent basis, e.g. every 15 to 30 minutes.	Usual	4
The Worker is in an area used by other people who pass by often enough that there is a high likelihood of witnesses.	Frequently	2
The worker is in an area where there is a high volume of customers, e.g. mall, stadium, or where there is security staff.	Continuous	1

Appendix B - Hazzard Table

A	B	C	D	E	F	G
Types of Hazard	Examples (Based in part on history)	Worst probable incident that could happen	Likelihood of Incident Occurring	Likelihood of Worker Being Unable to Call for Help	Likelihood of help being available	Risk Score
			See Table 1	See Table 2	See Table 3	
Stored Energy	<ul style="list-style-type: none"> ▪ Bins ▪ Elevated equipment ▪ Pressurized vessels or pipes ▪ Volumes of liquid ▪ Stacked materials 					
Mechanical Energy	<ul style="list-style-type: none"> ▪ Hydraulic equipment ▪ Tools ▪ Equipment 					
Energy Inadequate or Stopped	<ul style="list-style-type: none"> ▪ Failure of part ▪ External influence ▪ Fuel sources ▪ Spills ▪ Lack of ventilation ▪ Lighting 					
Kinetic Energy	<ul style="list-style-type: none"> ▪ Struck by or against ▪ Pinch points ▪ Fall to same level ▪ Fall to lower level ▪ Animal attack 					
Chemical Energy	<ul style="list-style-type: none"> ▪ Corrosion / Oxidation ▪ Asphyxiation ▪ Poisoning ▪ Explosion ▪ Infection ▪ Drowning 					
Thermal Energy	<ul style="list-style-type: none"> ▪ Ultra-violet & infrared radiation ▪ Excessive sun exposure ▪ Steam ▪ Hot materials ▪ Cold / Freezing 					
Electrical Energy	<ul style="list-style-type: none"> ▪ Static ▪ Grounding ▪ Lightning 					
Social Energy	<ul style="list-style-type: none"> ▪ Verbal Assault ▪ Physical Assault ▪ Bomb threats ▪ Terrorism 					
Other						

Appendix C – Check-In Log

Log to be completed by the Contact Person

Contact Person: _____ **Date:** _____
Person Working Alone: _____ **Phone #:** _____
Frequency of check-in: _____ **Department:** _____

Time	Location	Task	Next Check-In Time	Final Check-In Time