



**CONSTRUCTION SAFETY
EDUCATION PROGRAM
#8**

WORKING ALONE LEGISLATION Plan Development Guide



This education program provides a guide to assist companies in developing a working alone plan. It is intended to give contractors and workers practical information relating to the requirements of the working alone legislation.

This education program contains general information. For specific regulatory requirements, please consult the appropriate regulation adopted under the Workplace Safety and Health Act and the Canadian Safety Association Standards (CSA).



INTRODUCTION

With the understanding that the element of risk will never be totally eliminated while performing any job function whether it involves working alone or not, both employers and workers have responsibilities and duties to undertake job functions in the most knowledgeable and safe manner, thus minimizing the possibility of misfortune so far as is reasonably practicable.

The Working Alone Legislation (Section 9 of the WSH Regulation) recognizes the fact that a significant number of job functions have been and will continue to be performed by workers working alone if a Working Alone Procedure is developed and implemented.

NO worker is allowed to work alone UNLESS a Working Alone Procedure is in place

WRITTEN WORKING ALONE POLICY

Every employer should develop, implement and post a written policy on the subject of Working Alone. Prior to any employee being allowed to work alone or in isolation, a written and signed procedure must be developed. The policy should include the following key concepts:

- Commitment to ensure the safety, health and welfare of workers
- Requirement to assess of all working alone situations to determine the conditions or circumstances that may pose a hazard(s), and attempt to reduce the probability of such occurrences
- Requirement to provide a of means of securing assistance in the event of injury or other misfortune
- Requirement to develop a written working alone procedure for each occurrence of workers working alone.
- Joint consultation and cooperation
- Signed and Dated by the owner or senior management

WRITTEN WORKING ALONE PROCEDURE

The Working Alone Procedure shall be written and signed by the person working alone and the designated contact person. Details of the procedure should include:

- Detail of beginning and end of working alone condition
- Specific time or intervals for employee contact
- Detail of who shall establish contact
- Procedure to follow if contact can not be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

CONTROL METHODS

With respect to means of providing emergency assistance, a point to keep in mind is that either party may be required to initiate the emergency procedures. Therefore, a good plan should include a system of control measures and devices which enables:

- Checking and ascertaining the worker's well-being while he/she is working alone;
- The ability to summon assistance in the event of some unforeseen misfortune.

As each working alone situation is unique the control measures used should be developed to suit the situation at hand rather than attempting to cover every situation under a blanket plan. This is why a hazard assessment must be conducted for each instance of workers working alone.

EMERGENCY PROCEDURES

The action required in the event of an emergency will be influenced by the location of the worksite, job factors, and the event which necessitated calling the emergency.

For example, if the worker who was off in the remote corner of the building under construction in the first example could not be found when his supervisor went to check on him at the appointed time it is logical to assume that the first thing to do would be to initiate a search for the worker rather than call 911.

If the control measure in use was a two-way radio and the worker did not call in at the appointed time it might be prudent to allow 5 minutes or so leeway and then instruct the person who was to have received the communication to attempt to contact the worker. If contact is not made then what is the next step? If the work is low risk in nature a search may be initiated whereas if it is high risk it may be necessary to call 911 or the local police department.

As lives often depend upon emergency procedures it is important to preplan, document and execute the actions agreed upon in the event that things do not go as intended. If there is ever any doubt as to whether or not to call an emergency it is far better to err on the side of safety and call it rather than to dally with indecision and risk serious harm to an individual.

IMPLEMENTING THE PLAN

The regulation requires each working alone plan to be signed by BOTH the employer and each worker who is required to work alone to signify that they understand the methods to be used in carrying out the work. The employer must give a signed copy to each of those workers and the worker's supervisor. A signed copy must also be maintained at the workplace and made available to a Workplace Safety and Health Officer upon request.

SAMPLE POLICY

The safety of all employees of the Construction Safety Association of Manitoba is of utmost priority. It is our belief that all incidents can be prevented and every effort shall be made to identify, communicate and control existing and potential hazards.

As outlined in our company manual, safety is a shared responsibility by all employees and shall be an integral component of work activities – together we can create a positive safety culture and ensure a safe workplace.

In the interest of ensuring, so far as reasonably practicable, the safety, health and welfare of our employees, NO PERSON shall be permitted to work alone, or in isolation, without the express written permission the Director of the CSAM.

Prior to any employee being allowed to work alone or in isolation, a written and signed procedure will be developed. The procedure shall include at minimum:

- Assessment of all working alone situations to determine the conditions or circumstances that may pose a hazard(s), and attempt to reduce the probability of such occurrences
- The provision of means of securing assistance in the event of injury or other misfortune
- Joint consultation and cooperation

The following steps are to be taken in the implementation of our Working Alone Policy:

PRE-JOB MEETING

1. Time frame in which working alone will occur
2. Location of employee working alone
3. Specific hazards that may be encountered and appropriate means of control
4. Time scheduled for checking on the employee

WRITTEN WORKING ALONE PROCEDURE

The working alone Procedure shall be written and signed by the person working alone and the designated contact person. Detail of the procedure to follow in working alone situations shall include:

- Detail of beginning and end of working alone condition
- Specific time or intervals for employee contact
- Detail of who shall establish contact
- Procedure to follow if contact can not be established
- Procedure regarding emergency rescue
- Method for recording of employee contacts

Sean Scott
Director

Date

SAMPLE Working Alone Procedure

Date of procedure: _____ Employees name: _____

Detail of task and location while working alone: _____

Potential hazards associated with task: _____

Control Methods

Time of working alone procedure Start _____ End _____

Phone contact with employee shall be every: _____

Phone contact shall be initiated by: _____

A record of contact with employee to be documented on this procedure

Time _____ Time _____ Time _____ Time _____ Time _____

Emergency Procedure

Both the Employee and Buddy Contact shall keep a copy of this procedure and ensure they are accessible at their stated phone number.

If contact with the employee is not established at the agreed upon time, the buddy contact shall continuously try to phone the employee for **Ten Minutes**.

If no contact after the ten minutes, the buddy contact shall immediately attend the location of the employee working alone to determine the worker's well being and to take appropriate control measures.

Implementation of the Procedure

Both the employee and employer representative verify that each understand this procedure. Failure of either party to fulfill their responsibilities as stated shall be deemed in serious breach of company policy and violations will be dealt with accordingly.

Employee: _____ Employer Rep: _____

WORKING ALONE
REVIEW QUESTIONS

NAME: _____

DATE: _____

1. T / F – An employer is required in consultation the safety and health committee to develop, implement and train workers in the contents of the Working Alone / Isolation policy and procedure.

2. T / F – A worker under the age of 18 may not work alone in between the hours of 11pm and 6am.

3. T / F – Workers have the right to refuse working alone if it is felt to be unsafe.

4. T / F – An employer must post a copy of the safe work procedure in a conspicuous place at the workplace.

5. T / F – An employer must review and revise the working alone procedures no less than every three years or sooner if the circumstances at the workplace change in a way that poses a risk to the safety and health of a worker working alone or in isolation.

6. The safe work procedure for working alone or in isolation must include, the establishment of an effective communication system that consists of:
 - a. Radio communication.
 - b. Telephone or cellular phone communication.
 - c. Any other means that provides effective communication given the risks involved.
 - d. All of the above.

7. Working alone in between 6am and 11pm is an acceptable practice if:
 - a. The worker is over 16 years old.
 - b. A safe work procedure has been developed.
 - c. The worker has been trained in the safe work procedure.
 - d. All the above.

WORKING ALONE
REVIEW ANSWERS

1. TRUE – An employer is required in consultation the safety and health committee to develop, implement and train workers in the contents of the Working Alone / Isolation policy and procedure.
2. TRUE – A worker under the age of 18 may not work alone in between the hours of 11pm and 6am.
3. TRUE – Workers have the right to refuse working alone if it is felt to be unsafe.
4. TRUE – An employer must post a copy of the safe work procedure in a conspicuous place at the workplace.
5. TRUE – An employer must review and revise the working alone procedures no less than every three years or sooner if the circumstances at the workplace change in a way that poses a risk to the safety and health of a worker working alone or in isolation.
6. D - The safe work procedure for working alone or in isolation must include, the establishment of an effective communication system that consists of:
 - a. Radio communication.
 - b. Telephone or cellular phone communication.
 - c. Any other means that provides effective communication given the risks involved.
 - d. **All of the above.**
7. D - Working alone in between 6am and 11pm is an acceptable practice if:
 - a. The worker is over 16 years old.
 - b. A safe work procedure has been developed.
 - c. The worker has been trained in the safe work procedure.
 - d. **All the above.**