



## #8-Working Alone- Safe Job Procedure (Revised Feb. /07)

### **1. PURPOSE:**

To ensure the safety of all personnel that might be working alone. From time to time it might be a requirement for a worker to work alone due to space constraints, scope of work etc. Adherence to sound working alone procedures is mandatory for all projects. It is the responsibility of each individual to comply with the approved procedures.

### **2. GENERAL:**

As per Manitoba Regulation 217/2006, Part 9 Working Alone or in Isolation of "The Workplace Safety And Health Act, " Westwood Mechanical will comply with this regulation and maintain a comprehensive safety procedure for workers working alone. (Revised 02/07)

Westwood Mechanical if possible will assess each job on an individual basis by doing a Job Hazard Analysis. Once the JHA has been completed a written plan in compliance with these procedures will be developed that will ensure the well being of the worker.

Westwood Mechanical will assess all working alone situations to determine the conditions or circumstances, which may result in misfortune to the workers working alone and attempt to reduce the probability of such misfortune. Westwood Mechanical will provide a means of securing assistance for workers working alone in the event of injury or other misfortune.

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### 3. SCOPE AND DEFINITION:

Working alone means the performance of any task by a worker who is:

- The only worker at a workplace at any time
- In circumstances where assistance is not readily available.

The following is a list of examples of work conditions and duties that shall be considered a hazard to an employee working alone:

Confined space entry

Working with:

- High energy materials (high temperature, radioactive)
- Toxic gases, liquids or solids
- High pressure systems
- Moving equipment or machinery
- Low temperature materials/processes

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Working in:

- Extreme weather conditions
- May cause the situation to attract criminal victimization
- Handling or transferring flammable liquids

Examples of work functions that present low risk may include:

- Maintenance and service work
- Desk work
- Custodial functions

#### **4. PROCEDURE:**

1. Westwood Mechanical will consult and co-operate with the safety representative and with the worker who may be working alone to:
  - a) Assess the conditions or circumstances under which the worker is required to work alone, and
  - b) Develop and document a plan respecting the methods to be taken to ensure, so far as is reasonably practicable, the safety, health and welfare of the worker at that workplace, including a means of providing emergency assistance.

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- c) The plan shall as a minimum have the following information:
- Name, address and location of the workplace;
  - Description of the work;
  - Identification of possible risks to each worker who may be working alone;
  - Control methods developed to minimize each risk;
  - Provide a contact name in case of an emergency

Details of the plan to provide a means of securing assistance for a worker working alone in the event of injury or another circumstances which may endanger the health or safety of the worker;

The plan developed is to be mutually agreed upon;

Plan to be signed by both Westwood Mechanical and each worker who is required to work alone

Westwood Mechanical shall give a signed copy of the plan to each worker who is required to work alone , and to that worker's supervisor.

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### 2. CONTROL METHODS FOR DIFFERENT WORKING ALONE CIRCUMSTANCES

#### 1) High Risk

##### **Second Person or “Buddy System”**

This system is generally used when workers are required to work in confined spaces. But this system can be used effectively to maintain close contact with workers working with hazardous or toxic liquids, gases and solids.

This system requires a designated watch-person. This person must be trained in the hazards related to the job, emergency rescue procedures, and emergency first aid. The second person should be within sight, but safely removed from the immediate area. The presence of the second person is required at all times, however, where the probability of serious consequences is high, both should not be exposed to the hazard simultaneously.

A written procedure must be developed and implemented prior to any work, job or task that be assessed as high risk.

#### 2 Moderate Risk

Personal check by another person or contact made by a phone call.

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When a worker is required to work in an area where there is little or no contact with fellow workers (i.e. Crawl space, boiler room, attics, roof ), a person knowledgeable to task being done , shall check –in with the worker at scheduled intervals. The length of time between checks will depend on the severity of the hazards related to the job.

The person designated to check the worker working alone must be knowledgeable of that worker's activities and must be capable of putting the preplanned emergency operations into effect.

A written procedure must be developed and implemented prior to any work, job or task that be assessed as moderate risk.

### **3) Low risk**

#### **Periodic telephone contact**

Use of the telephone for communication at regular intervals may be adequate in low risk working alone situations ( i.e. Service work).. Telephone numbers for routine calling and emergency situations would have to be posted prominently. The intervals between these contacts would have to be determined by the estimated hazards at the workplace.

In the event that a telephone is not readily available to worker's working alone, alternative means of contact will be used. Examples of some of these means are:

- Cellular phones
- Two-way radios