

4.2 Safe Work Procedure

Name of Task: 4.2.1 - Working Alone	
Performed by Staff	
Position/Job : Travel to and from jobs, hotel stays	Department/Unit:
Hazards: Accidents due to wildlife on roads, other drivers, weather & road conditions. Violence at hotels or other locations	
Equipment: Motor vehicle	
Education and training prerequisites: e.g. instructions or other SWPs→→	Working Alone Safe Work Practice Driving Safe Work Practice Driving (Winter) Safe Work Practice
Purpose: To maintain consistent communication with workers while they are working alone	
Policy: 14.2 Violence Prevention Policy, 14.3 Working Alone Policy,	
Steps to be taken to complete task safely: <i>(Clear description in order of steps to follow to safely perform the task. If required add attach an additional form to list all steps) Include do's and don'ts</i>	
1	Prepare JHA; detail task and location names and phone numbers of each location that the worker will travel to or stay at.
2	List hazards at each location and prevention techniques
3	List start and end times of working alone at each location
4	List who the contact person (Buddy) is and their phone number, list the worker and their phone number
5	List who will initiate phone contact and the times that the calls will be made
6	Buddy person will document all times that contact is made from the worker
7	If no contact is made as planned then the buddy will phone the worker continuously for 30 minutes
8	If no contact is made after 30 minutes then the buddy will contact the destination phone numbers to determine if the worker has arrived at the destination
9	If the worker has not arrived at the destination the buddy will contact the predetermined (by the buddy and worker) person to travel the path of the worker to locate the worker
10	If no contact is made then the buddy shall contact authorities for assistance to locate the worker
11	
12	
Responsibilities, Completion and Review	
<i>Performs all duties in accordance with established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal protective equipment and devices as per safe work procedures). Notifies their Manager or their designates (i.e. supervisors) of all occurrences, injuries, illnesses or safety and health concerns which are likely to harm themselves, their co-workers, or any others who enter the premises.</i>	
Completed / Approved By: Wendy Fingas	Date Completed: March 5, 2012
SWP Last Reviewed / Revised by and date: Wendy Fingas March 15, 2012	Note: This task will be monitored periodically to ensure compliance and effectiveness.