

## Safe Work Procedure

### Working Alone

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slips or Trips Serious injury Pinch points	Steel toed boots Eye protection Hand protection Hard Hat Reflective Vest Communication Device	First Aid Equipment Training/Certification

Safe Work Procedure:
<ol style="list-style-type: none"> <li>1 Get clear instruction of the task and the scope of work to be done</li> <li>2 Ensure all required PPE and emergency contact information is available</li> <li>3 Set up a check in schedule with your supervisor/management</li> <li>4 Analyze the work site before starting and perform a Pre Job Hazard Assessment</li> <li>5 Entering any trench or confined space is prohibited while working alone</li> <li>6 Notify supervisor/management of any risks or hazards that cannot be controlled</li> </ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 2.1 Safe Work Procedures 6 Personal Protective Equipment 9 Working Alone or in Isolation	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years  Reviewed By Worker Rep/ WSH Committee:  Date:
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