

# WORKING ALONE

## IDENTIFY

As per Manitoba's legislation, the definition of "working alone" means the performance of any work function by a worker who:

- a) Is the only worker for that employer at that workplace at any time.
- b) Is not directly supervised by the employer, or any other person designated as supervisor by the employer, at any time.

## COMMUNICATE AND CONTROL

When you are working alone, the employer must develop procedures to follow as outlined in the Workplace Safety and Health Regulation Part 9. These procedures may vary depending on the level of risk for the tasks being performed. All workers that do work alone, should be trained in these procedures to ensure they are followed.

As much as reasonably practical, hazards should be eliminated or reduced and controlled prior to beginning work alone.

Workers must have a reliable means of communication and a pre-determined timeframe to check in with the employer or another designated person. This check-in will verify that the worker has not sustained an injury during their work.

A documented record of check-in will verify that the procedure is being followed.

The employer should outline specific tasks they deem are too critical or hazardous to be completed while working alone.

## FACTS AND TIPS

Employers must review and revise (as necessary) their working alone procedure every three years at minimum. If a worker is exposed, or may be exposed to a greater risk, than originally projected, an updated procedure may be required to protect the worker from an incident or injury.

Working alone may include (but is not limited to) the following:

- Delivery drivers going from site to site
- Project managers going from site to site
- Maintenance workers

# THE QUIZ

1. Working alone requires a developed procedure:

TRUE \_\_\_\_\_ FALSE \_\_\_\_\_

2. A means of communication is only required for evening work:

TRUE \_\_\_\_\_ FALSE \_\_\_\_\_

3. What is the definition of "working alone"?

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4. Check-ins with the employer should be documented:

TRUE \_\_\_\_\_ FALSE \_\_\_\_\_

1. TRUE; 2. FALSE; 3. Not directly supervised and the only employee on that site for the company; 4. TRUE

ANSWERS: