

WORKING ALONE - PROCEDURES

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	C. Human Resources
Parent Policy:	C17 Working Alone
Approval Date:	October 26, 2021
Effective Date:	October 26, 2021
Procedure Owner:	Chief Human Resources Officer

Overview:	The objective of the Working Alone Procedures are to promote employee awareness and facilitate worker safety when they are working alone.
Procedures:	<ol style="list-style-type: none"> 1. General Procedures <ol style="list-style-type: none"> 1.1. When conducting work alone during normal college hours of operation, an employee must have with them an effective means of communication appropriate to the hazards involved. 1.2. If an employee is scheduled to work on campus alone outside of College Hours of Operation, that staff member should 'Check In' with Campus security upon arrival, at appropriate intervals, and upon departure. 1.3. Employees who intend to perform potentially hazardous work alone will not commence work without a written Hazard Assessment that is specifically for the intended work and an associated Standard Operating Procedure. 2. Supervisor Procedures: <ol style="list-style-type: none"> 2.1. Managers/Supervisors are responsible to inform employees on the working alone requirements. 2.2. Managers/Supervisors must identify situations in which employees and contractors are required to work alone and conduct a hazard assessment. 2.3. Provide sufficient training and instruction for safe work practices while working alone. 2.4. Ensure an effective means of communication with employees working alone.

3. Employee Procedures:

- 3.1. Participate in the working alone hazard assessment with the supervisor,
- 3.2. Maintain regular communication as directed by the supervisor,

4. Hazard Assessment Process

- 4.1. The Hazard Assessment process utilizes an assessment matrix where likelihood and consequences are considered in order to establish the overall risk.
- 4.2. Any work that is scored as High Risk by the Hazard Assessment document will not be conducted by an employee working alone.
- 4.3. Employees working alone must have demonstrated to the Manager/Supervisor sufficient competency to conduct the work involved at the proposed work site.
- 4.4. A new hazard assessment is to be completed when/if the circumstances of the working alone situation changes.

5. Outside of Normal Operating Hours Notification

- 5.1. Hours between 6:00 pm and 7:00 am are considered as outside of normal operating hours.
- 5.2. If an employee is going to work on Campus alone outside normal operating hours, they must obtain authorization from their Manager/Supervisor to do so.
- 5.3. Some exceptions to this rule apply and arrangements can be made by Manager/Supervisor in each location with specific consideration to the risk.

6. Working alone Prohibition

- 6.1. Working alone is prohibited when the work involves:
 - 6.1.1. Confined space entry,
 - 6.1.2. An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting,
 - 6.1.3. Electrical systems rated at more than 750 volts,
 - 6.1.4. Work in trenches,
 - 6.1.5. A portable ladder that exceeds 6 meters in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic,
 - 6.1.6. The use of fall arrest equipment and movable scaffolding above 4m (or three sections),
 - 6.1.7. Quick-acting acutely toxic material as described by the Material Safety Data Sheet,
 - 6.1.8. Use of supplied air respiratory equipment or self-contained breathing apparatus is required
 - 6.1.9. Risk of drowning,



Definitions:

Related Information:

Review Period:

Revision History:

- 6.1.10. Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line,
- 6.1.11. A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have a full view of the intended path of travel,
- 6.1.12. Welding operation where a fire watcher is required,
- 6.1.13. Handling of animals capable of causing critical injury and/or life-threatening zoonotic disease.
- 6.1.14. Tasks, which, based on the hazard assessment conducted by the supervisor in consultation with the employee are deemed to require more than one person.

Working Alone - An employee is considered by legislation to be Working Alone if they are working by themselves and assistance is not readily available in the event of injury, illness or emergency.

Readily Available: Examples include:

- an employee is working where there is another person in the same general work area,
- an employee is an instructor and in the company of a class of students,
- There is a security guard on duty who is aware of their presence.

Hazard Assessment - is a process to identify and evaluate conditions that could lead to an injury or illness.

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3 years

March 2002: New
October 2021: Revision