

General Safety Guidelines For Working Alone

What is meant by: Working Alone?

“...’Working alone means the performance of any work function by a worker who is the only worker for that employer at that workplace at any time, and is not directly supervised by his/her employer or another person designated as a supervisor by his/her employer at any time.

An employer must take steps to eliminate or reduce the identified risks to workers working alone or working in isolation. This applies to every workplace; an employer must post a copy of safe work procedures in a highly visible place at the workplace.

RISKS:

When a worker works alone or works in isolation, an employer must identify the risks arising from the conditions and circumstances of the worker’s work in consultation with:

- the committee at the workplace
- the representative at the workplace

SAFE WORK PROCEDURES

An Employer Must:

- develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation;
- train workers in the safe work procedures; and
- ensure that workers comply with the safe work procedures

Procedures Must Include:

- the establishment of an effective communication system that consists of
 - a. radio communication (e.g. have delivery drivers call prior to arrival of delivery)
 - b. telephone or cellular phone communication, or
 - c. any other means that provides effective communication given risks involved
- any of the following:
 - a. a system of regular contact by the employer with the worker working alone or in isolation,
 - b. limitations on or prohibitions of specified activities,
 - c. the establishment of training requirements; and
- where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions.

An employer must review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.



Be Responsible - Think Safety

