



# Safety Administrative Policy

## Working Alone

**Prepared by:** Gordon Hood, Coordinator Health, Safety and Environment

**Approved by:** Jim Toye, City Manager

**Signature:**  **Policy No:** 20

**Effective:** August 17, 2018 **Replaces:** July 2008

### **Purpose:**

The purpose of this safe work policy is to provide for the safety and well-being of City of Prince Albert workers who are required to “work alone” as part of their regular job duties. This safe work policy is also designated to comply with section 35 of the *Occupational Health and Safety Regulations 1996*.

### **Introduction:**

“**Working alone**” means to work at a worksite as the only worker of the City of Prince Albert at that worksite, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health, or emergency. If the worker cannot be seen or heard by another worker they would be considered as working alone.

The following hazards and risks may be common to areas where “working alone” may be required:

- Chemical spills or leaks
- Poisonous gases or oxygen deficiency when called out to check alarms in lift stations, manholes, etc.
- Electrical hazards
- Confined space areas
- Injury while operating equipment
- Vehicle accidents
- Personal injury from slips and falls, bruises and contusions, musculoskeletal injuries, burns and scalds, malfunction or misuse of hand tools, etc.
- Intruders or physical attacks

## **Responsibility:**

### **Managers:**

Managers are required to review each worksite under his/her control to identify circumstances where individuals work alone. If the work group has one or more staff working alone a written Safe Work Practice must be developed and implemented for the group or in combination with other similar groups.

Once developed, reviewed, consulted on and approved the Manager will implement the Safe work practice and provide training for staff. Training must be documented and training documentation provided to the Coordinator Health Safety and Environment. The Coordinator Health Safety and Environment will be included in the review and consultation process.

### **Restrictions:**

Workers working alone shall not:

1. When working with dangerous chemicals (i.e. chlorine/ammonia gas) that require the use of an SCBA (self-contained breathing apparatus) or other similar protection due to the potential for an IDLH (Immediately Dangerous to Life or Health) atmosphere developing.
2. Work on live electrical panels or lines.
3. Enter a confined space or lift station wet well. Workers may enter a lift station for the purpose of resetting alarms.
4. Enter an open excavation greater than 1.2 meters in depth.
5. Working at heights where fall arrest equipment is required as part of the fall protection plan.