

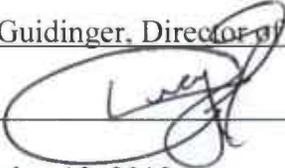


Safe Work Practice

Department of Planning & Development Services Working Alone

Prepared by: Craig Guidinger, Director of Planning and Development Services &
Kim Johnson, Chief Building Official

Approved by: Craig Guidinger, Director of Planning and Development Services

Signature:  **Practice No:** 20.1.10

Effective: September 13, 2018 **Replaces:** May 2, 2018

Purpose:

To provide for the safety and well-being of City of Prince Albert employees that are required to “work alone” as part of their job duties. This safe work practice is also designed to comply with section 35 of the *Occupational Health and Safety Regulations, 1996*.

Scope:

This safe work practice applies to Planning and Development Services staff that work outside of the office. There is a separate process for staff working within City Hall.

Working Alone Hazards:

- Slips and falls
- Medical emergencies

A. General Requirements:

Communication Method(s)

- All vehicles are fitted with a two-way radio.
- All staff carry a cell phone.

Check in Process and Intervals

- All inspections are logged by front office staff.
- Inspections are not booked before 8:30am or after 4pm.

If an inspection must occur at days end, the staff member is required to verify completion and that he/she has safely left the site.

Contact is established through phoning the main office number 306-953-4370. As use of a phone during driving or in some cases on site could be a hazard in itself, if a call is placed and no answer is received, the standard would be a return call within 15 minutes.

In addition to phoning the main office number, a staff member may also contact their manager by phone or text.

Failure to Check In

As each inspection is recorded and logged, if no contact is received from the staff member within the timeline specified by the logged time, the person attempting contact shall:

1. Establish contact with the contact provided for the site inclusive of the site prior and the next site logged. If the site is commercial, contact should include site OHS as entry to and from the site is usually logged as well.
2. Continue attempted contact by phone or radio.
3. If no contact can be made, contact a Bylaw Officer directly at 306-960-7332 or 306-953-4222 and have a car drive by last known sites.
4. Drive to sites or other potential locations until staff member is located.

Prohibitions in Regards to Working Alone

Staff is not permitted to work alone or shall be limited in action as per the following provisions:

1. During the provision of a legal Order on site, a minimum of two (2) persons shall be present.

PPE Requirements

As staff members enter and encounter site conditions that range from all aspects of construction to a fully complete building in occupancy or on-site conditions that are unsafe for continuous habitation, the following PPE may be required as dictated by site conditions: steel-toed CSA work boots, hard hat, reflective safety vest, safety glasses, respirator, gloves, boot covers, disposable rubber gloves, dust masks and the use of disposable coveralls.

On any construction site where third party workers are present and/or construction is ongoing, at a minimum, hard hat and safety footwear must be worn.

B. Requirements of the Building Division

In addition to the above “A. General Requirements”, the Building Division shall proceed as follows:

Check in Process and Intervals

Inspection logs shall include not only site contact but approximate inspection time and next staged location.

Prohibitions in Regards to Working Alone

1. Entering confined spaces such as a crawl space is a limited action as opposed to the action defined by a worker on-site. For inspection purposes, this is limited to 5-10 minutes. Visual inspection at the point of entry must be conducted prior to entry and entry is not permitted by a lone worker if any condition is identified as an immediate hazard.
2. Entry into an excavation greater than 1.2 metres deep is an action required, however, the worker shall remain away from any bank a distance equal to the height of the bank. Entry into a trench that exceeds 1.2 metres is prohibited by a lone worker.
3. Entry on-site prior to the arrival of a Bylaw Officer when undertaking a property Order inspection is not allowed.
4. When working with dangerous chemicals (e.g. chlorine/ammonia, gas).
5. When working on live electrical panels or lines.
6. Working at heights where fall arrest equipment is required as part of the fall protection plan.