



Duty Foreman Working Alone

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Approved by: Preston Galbraith, Utility Manager

Signature:  Practice No: 20.1.11

Effective: September 13, 2018 Replaces: N/A

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*.

Working Alone Hazards:

- Slips and Falls, Medical Emergencies, Traffic , violence, musculoskeletal injuries
burns and scalds malfunction or misuse of hand tools.

Communication method(s):

- Cell phone or radio

Check in Process:

Each call from dispatch will initiate working alone protocol if it is deemed the Duty Foreman will need to make a site visit. Generally, the callouts requiring attendance to work alone will be at minimal risk and 2 hour check in time with Dispatch will be the standard. If the risk of a work assignment in the opinion of the Foreman is at a higher risk level, based on the hazard assessment for that task/location the individual will note this on the hazard assessment and advise Dispatch of the amended check in frequency.

Failure to check in:

If the Duty Foreman fails to check in when required Dispatch will be responsible to attempt to contact that individual via the predetermined contact method (cell phone). If this is not successful City Police will be called to attend the last known location reported. If they still cannot be located Dispatch will contact the fleet manager and determine the last GPS location for the work vehicle and continue trying to locate them until they have been located.

Prohibitions in regards to working alone:

No staff are permitted to work alone in any of the following circumstances:

1. When working with dangerous chemicals (i.e. chlorine/ammonia gas).
2. When working on live electrical panels or lines.
3. Entering confined spaces or lift station wet wells.
4. Entering an open excavation or trench greater than 1.2 meters deep.
5. Working at heights where fall arrest equipment is required as part of the fall protection plan.

PPE requirements:

Safety footwear, Hard Hat, traffic safety vest or approved safety striped coveralls (when in traffic areas) and any specialized PPE required by the work process.