



Safe Work Practice

Fleet Working Alone

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Approved by: Wes Hicks, Director of Public Works

Signature: Wes Hicks **Practice No:** 20.1.12

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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:

1. Chemical spills or leaks
2. Electrical hazards
3. Injury while operating equipment
4. Vehicle accidents
5. Personal injury from slips and falls, bruises and contusions, musculoskeletal injuries, burns and scalds malfunction or misuse of hand tools etc.
6. Intruders or physical attacks

Communication method(s):

Typical communication by the Fleet department would be by two way radio or cell phone.

Check in Process and Intervals:

The general procedure for a mechanic or a welder when they are anticipating working alone is to notify co-workers of the destination, nature of the work and expected time of return.

Check in intervals during a normal work day is every 4 hours as the work is generally low risk, should the risk be identified in the hazard assessment as a higher risk, check in intervals will be reduced accordingly to a minimum of 30 minutes for high risk, and every 2 hours for medium risk. This check in would be with the shop foreman or other fleet employees or city employees that are available while the worker is working off site alone.

Check in on weekends and afterhours shall follow the same intervals but the contact will be chosen by the employee. The contact may be another city employee or family member that the employee can contact during the work alone situation. If a non-employee is to be used as a check in contact and access is need to a locked facility they should be provided with the duty Foreman's contact number so that access can be granted to that facility.

Failure to check in:

Should a worker fail to check in with, the contact person shall try to initiate contact with the worker, if this fails the contact or appointed employee shall attend the work site the worker was to be at and check up on the worker.

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:

General PPE for Fleet employees is

1. Safety boots
2. Hi visibility vests, overalls or clothing
3. Hard hat as required
4. Hearing protection as required
5. Gloves, face shields, safety glasses, respirators as required
6. Welding helmets or acetylene cutting goggles as required.