

	HUMAN RESOURCES STANDARD OPERATING PROCEDURE WORKING ALONE		S.O.P. #
			Issued:
			Reviewed/ Revised:
			Total Pages:
Prepared By: Human Resources	Reviewed By:	Approved By:	

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to promote worker awareness and facilitate worker safety while working alone.

Town of Kingsville management, in consultation with the worker who will be working alone and the Joint Health and Safety Committee, will:

- Assess the conditions or circumstances under which the worker is required to work alone; and
- Develop and document a plan respecting the methods to be taken to ensure, so far as is reasonably practicable, the safety, health and welfare of the worker at that workplace, including a means of providing emergency assistance.

2. RELATED DOCUMENTS

Workplace Violence and Harassment Policy
Workplace Violence and Harassment Program

3. DEFINITIONS

Working Alone - the performance of any work function by a worker who:

- i. Is the only worker at that workplace; and
- ii. Is not directly supervised by his or her Employer, or another person designated as a Supervisor by his or her Employer.

The definition of "workers working alone" has been written in such a manner as to indicate that the regulation will apply to virtually all workers who are performing a job function and are not in the presence of their Employer, another person in a Supervisory capacity designated by the same Employer, or another worker directly associated with the same Employer, at the particular workplace location and during the same time period the working alone job function is being performed.

Workplace Violence and Harassment Risk Assessment - the analysis of the risks and hazards and the establishment of a corrective action plan to effectively manage work place risks to life safety and / or the environment. The assessment must clearly identify individuals responsible for required actions.

Effective Means of Communications - radio, telephone, or other electronic communication device.

Critical Injury – an injury of a serious nature that:

- places life in jeopardy;
- produces unconsciousness;
- results in substantial loss of blood;
- involves the fracture of a leg or arm but not a finger or toe;
- involves the amputation of a leg, arm, hand or foot but not a finger or toe;
- consists of burns to a major portion of the body; or
- causes the loss of sight in an eye.

4. PROCEDURE

4.1 Responsibilities

4.1.1 Employer Responsibilities

Supervisors and Manager responsibilities include:

- Identify risks or hazards associated with the work to be performed (hazard assessment) or the environment where the work is to be done.
- Conduct and document a job hazard analysis/ hazard assessment for each specific type of work.
- Communicate the results of the hazard assessment to all affected workers and others conducting similar work.
- Provide written procedures for workers required to work alone. This should eliminate or minimize identified risks.
- Develop effective methods of communication for workers who may require emergency assistance.
- Document when working alone is permitted and / or prohibited and ensure this is effectively communicated to all workers.
- Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- Where possible, provide adequate staffing (for example: buddy system) for hazardous tasks performed during off-hours or at remote locations.

4.1.2 Employee Responsibilities

Employee responsibilities include:

- Participate in the working alone hazard evaluation and risk management decisions with the supervisor or manager.
- Follow safe work procedures and safe work practices at all times.
- Maintain regular communication as directed by supervisor or manager.

4.2 Procedures

Safety plans must be developed for all workers that are to work alone as part of their required duties and will include the following:

- An assessment of all work areas for potential health and safety hazards.
- Identify how hazards can be eliminated or controlled.
- Identify effective means of communication available including an emergency contact system for the worker in the event of an emergency.
- Specify procedures when working alone and effectively communicate the procedures to all affected workers.

4.3 Prohibited Work

Working alone is always prohibited when the work involves any one of the following:

- Confined space entry.
- An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.
- Electrical systems rated at more than 750 volts.
- A portable ladder that exceeds 6 meters in length and is not securely fastened.
- Work with a ladder that is likely to be endangered by traffic.
- The use of fall arrest equipment.
- Machine and power tools that could cause critical injury.
- Quick-acting acutely toxic material as described by the Material Safety Data Sheet.
- Use of supplied air respiratory equipment or self-contained breathing apparatus.
- Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line.
- A vehicle, crane, mobile equipment or similar material handling equipment where the operator does not have full view of the intended path of travel.
- Welding operation where a fire watcher is required.
- Tasks which, based on the risk assessment conducted by the Supervisor in consultation with the worker and Joint Health and Safety Committee are deemed to require more than one person.

4.4 Training

Training will be conducted based on an as needed basis based on the job position.

4.5 Evaluation

A review of adherence to this policy will be conducted by the Joint Health and Safety Committee as determined necessary through workplace inspections.

5. REVISIONS / AMENDMENTS

No.	Date	Revision	Revision By

Questions regarding the Standard Operating Procedure are to be directed to the Human Resources Manager.

DRAFT