



# -PERFICUT SITE MANAGEMENT-

## Working Alone Policy

1/3/22

### **Purpose**

There may be situations where personnel sometimes work alone. Examples include:

- Jobs that can be safely performed alone and do not require additional labor.
- Working on large sites where personnel are spread out.
- Servicing equipment in a remote area.

A person is "working alone" when he or she is on their own at work; when they cannot be seen or heard by another person; and when emergency assistance is not readily available.

The greatest risk in working alone is that no one is available to help a worker who may be injured, trapped, or unconscious. Even if co-workers realize that someone is missing, it may be difficult to locate an injured worker.

### **Planning**

- Inspect the jobsite for real and potential hazards and take whatever steps are required to safeguard workers.
- If PPE is required, it will be provided, along with instruction in its proper use.
- All safety and work-related procedures will be reviewed with worker to ensure that each procedure is clearly understood. Those procedures will be spelled out in each departments policy and procedure training.
- Any work defined as "hazardous" by either the department manager, or the "Occupational Health and Safety Act" shall not be performed by a lone worker.

### **Communication**

In a working alone situation, the supervisor must provide an effective communication system for employees to contact other people who can respond to that employees need. The system must be appropriate to the hazards involved and include regular contact by the supervisor or their designee. Examples include, but not limited to:

- Cell phones
- Site telephone that has been identified and conveniently located. The number of the person to be contacted must be clearly posted near or on the phone.
- Two-way radios. Employee must be trained in the use of the radio and the unit tested to ensure reception is reliable.

All employees are to check-in and out of all properties using Service Auto Pilot (SAP), including lunch breaks.

### **Responsibilities**

The supervisor shall ensure the following:

- The worker is aware of any real or potential hazards and is trained in hazard recognition.
- Employee has been trained in the equipment and procedures required to do the job safely.
- A method of checking in has been established.
- Check-in intervals are clearly understood.
- The designated contact person is aware of the work schedule.
- Any communication equipment used is in good working order.
- That the employee working alone is aware of all emergency contacts.