
9.4 Working Alone

An employee is considered working alone if the employee works alone at a work site in circumstances where assistance is not readily available when needed.

The risk of injury or harm for people who work alone may be increased because of difficulties contacting when they are required. Emergency situations may arise because of the sudden onset of a medical condition; work-related injury or disease; attack by an animal; exposure to the elements; assault by an intruder or co-worker, a motor vehicle accident; or by becoming stranded. The consequences may be very serious.

9.4.1 Procedure

The South Shore Regional School Board will:

1. Review of Records and Past Incidents

When identifying workplace hazards, the South Shore Regional School Board will talk with their employees and review the experience of the business over the past two or three years. This involves collecting and examining the history of past events that may reveal the risk of workplace injury. Considerations will include: what happened before and during the incident, and note the relevant details of the situation and its outcome.

2. Inspect and Analyze Work Site

After reviewing records and past incidents, the South Shore Regional School Board will examine various locations, day-to-day activities and other situations that may put employees at risk

3. Establish an effective means of communication

The South Shore Regional School Board must have a communication system for employees to contact other people who can respond to the employees' need. The system must be appropriate to the hazards involved. Examples include:

- Periodic checks on staff by others
- Walk-by or call-in checks
- "buddy" system
- Two-way radios, telephone, etc.

4. Ensure employees are trained and educated

The South Shore Regional School Board must ensure that all employees are trained and educated so they can perform their jobs safely.

Employees must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks.

5. Eliminate or reduce risks

The South Shore Regional School Board must take practical steps to eliminate the hazards identified. If this is not practicable, the South Shore Regional School Board must implement procedures to reduce or control the hazards. One of the best ways to reduce risk is to pre-plan jobs and develop work procedures

9.4.2 Work Related Hazards

Hazards of working alone include:

- Lack of supervisory contact and direction/advice
- Type of work being performed
- Remote location means a place requiring more than 30 minutes of surface travel time (First Aid Regulation, S. 18(1))

Workers at high risk include:

- Workers whose work is hazardous, and work alone due to the nature of the job
- Workers who travel from one work site to another
- Workers who undertake new or infrequent activities

When working alone consider the following risks:

- The kind of work or task involved
- Work related hazards (physical hazards)
- The location where the task or tasks are to be performed
- Environmental hazards (biological and chemical hazards)
- Possible changes to the task at hand (i.e. carbon monoxide, etc.)
- Possible outside influence to the workstation (i.e. weather, public, visitors, etc.)
- Time and distance from help in an emergency
- Length of time out of contact with supervisors and managers
- Level of communication when working alone

9.3.3 Employees that Perform Hazardous Work - Working Alone

Employees, who perform hazardous work alone, without routine interaction with other employees and the public, may be unable to get medical help.

The primary prevention strategy is to control/reduce the hazards associated with work.

The following are prevention strategies to reduce risk in a work alone situation:

1. Safe work procedure:
 - When alone, do not implement new procedures or experiments
 - Tasks which may or may not be performed must be identified when working alone
 - Implement a communications system
2. Equipment Safety: The South Shore Regional School Board will ensure that employees use equipment as intended and according to the manufacturer's specification. All equipment used at the work site must be maintained in good condition, whether or not it is being used in a "working alone" situation.
3. Equipment and Supplies: In addition to proper equipment, appropriate first aid kits and emergency supplies must be readily available to employees who are working alone at the work site.
4. Travel Plan: If employees are working alone in a remote location, the employee shall notify their Supervisor of their whereabouts.

9.3.4 Responsibilities

Worker:

1. Be aware of the high-risk hazards
2. Use required safety equipment and follow safe work procedures
3. Ensure emergency communications are in place
4. Comply with work restrictions/rules
5. Attend training as required

Supervisor:

1. Give approval for working alone
2. Identify potential high risk hazards and minimize risk
3. Define what tasks may/may not be performed alone
4. Implement a mandatory communication system
5. Provide training to workers working alone

Working Alone Checklist

Yes	No	N/A	Employee Training
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are employees aware of the increased risk from carrying out hazardous work?
Yes	No	N/A	Safe Work Procedures
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you have a safe work procedure for hazardous work?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is there a procedure requiring the employees to sign out before a job, and to provide information regarding expected time of return and travel plan?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Is there a procedure for the employee to check-in prior to and at the end of the planned activities at the site?
Yes	No	N/A	Equipment Safety
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you ensure equipment is in good working condition prior to being used on site?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Does all equipment and machinery used by employees meet regulatory standards?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are equipment and machinery being used in accordance with the manufacturer's specifications?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Are all employees familiar with the lock-out procedure?
Yes	No	N/A	Equipment and Supplies
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you equip employees with the appropriate first aid supplies?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do employees carry the required first aid supplies?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do employees carry the necessary PPE?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do employees carry emergency supplies if they are to work in remote areas with inclement weather?
Yes	No	N/A	Communication
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?
Does the method of communication involve one of the following:			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regular telephone, cell-phone, or radio contact?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Scheduled check-in points with other employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Alarm system that could alert other employees?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Others? Specify: _____

Employee: _____

Supervisor: _____

Date: _____