



(Company Name Here)

## WORKING ALONE POLICY & PROCEDURES

Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

### 1.0 Purpose

This Working Alone Policy is in place to protect employees from serious injury or loss of life in the event they have to work alone or in isolation. This policy describes the responsibilities and actions to be taken to protect employees in the event they have to work alone or in isolation.

### 2.0 Scope

Working alone or in isolation in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury. By protecting our employees, we are also protecting their friends, families, fellow workers, management, the public, and the environment from the serious effects that result from incidents. The employer may not be able to anticipate and prevent every incident, injury, or illness, but they should take all necessary precautions that a reasonable and efficient person would take in the situation.

### 3.0 Definitions

“emergency” is an incident or disaster causing serious injury, loss of life, or damage to property.

“employer” is a person who, by themselves or their agent or representative employs or engages one or more workers.

“hazards” any source of potential damage, harm, or adverse health effects on something or someone under certain conditions at work.

“health” means the condition of being sound in body, mind, and spirit, and shall be interpreted in accordance with the objects and purposes of the *Health and Safety Act W210*.

“safety” means the prevention of physical injury to workers and the prevention of physical injury to other persons arising out of or in connection with activities in the workplace.

“supervisor” means a person who has charge of a workplace or authority over a worker.

“worker” is any person who is employed by an employer to perform a service whether for gain or reward, or hope of gain or reward.


“working alone” means the performance of any work function by a worker who

- (a) is the only worker for that employer at that workplace at any time; and
- (b) is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

“working in isolation” means working in circumstances where assistance is not readily available in the event of injury, ill health, or emergency.

### 4.0 Legislation

Part 9.3(1) of *The Manitoba Workplace Safety and Health Regulation MR217* requires employers to “...develop and implement safe work procedures to eliminate or reduce the identified risks to workers



*working alone or working in isolation; train workers in the safe work procedures; and ensure that workers comply with the safe work procedures.”*

## **5.0 Policy**

All reasonably practicable steps will be taken to reduce, eliminate, or control identified and potential risks to workers who work alone or in isolation. A Working Alone Policy is used to help try to limit the number of injuries or illnesses that result in a lost time accident suffered by a worker or other person(s) in/around the workplace. The safety measures and working alone procedures contained in this policy will still apply even though the employee may be in contact with people from another employer and/or the general public.

## **6.0 Responsibilities**

Employer:

- Develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.
- Train workers in the safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

Supervisors:

- Ensure employees follow the safe work procedures set out by the employer.
- Ensure every vehicle is fitted with a personal First Aid kit.

Employees:

- Take reasonable care/precautions too look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received.
- Ensure to report any accidents, injuries, near misses, and other dangerous occurrences.

## **7.0 Procedures**

- Employees are to perform a pre-shift vehicle inspection to ensure their mode of transportation is in safe working order (See Appendix A).
- Employees must check in at the workplace before beginning their shift.
- Employees who are working alone or in isolation are required to have a cell phone with them at all times.
- Employees must check in before and after every delivery just by calling the workplace.
- Supervisors will ensure to have a written log of contact between the workplace and the lone worker detailing what time the worker started and where he/she is delivering (See Appendix B).
- Develop a code word to use between supervisor and employee in case of an emergency.



**8.0 Authorization**

I, (owners name) owner of (company's name), authorize this document and approve it for circulation throughout the company.

CEO, Owner \_\_\_\_\_

Date: \_\_\_\_\_



