**1.0 PURPOSE**

To ensure, as far as is reasonably possible, the health and safety of staff, faculty and students who work alone. With regard to the

hazards arising from or connected with work being conducted on behalf of the University, departments/faculties will ensure that:

* Regulatory restrictions prohibiting persons from working alone are known and observed;
* Working alone situations are identified and assessed jointly by supervisors, staff and students;
* Standard Operating Procedures (SOPs) are developed as warranted by an assessment of the
* hazards associated with the Work Alone situation under review;
* Supervisors provide on-going training and instruction to staff and students covered by a Work Alone SOP.

To ensure compliance with Part 28 of the current Alberta Employment and Immigration, Workplace Health and Safety,

Working Alone regulation.

*Access the Web site* http://employment.alberta.ca/documents/WHS/WHS-LEG\_ohsc\_2009.pdf*for Part 28 of the Alberta Occupational Health and Safety Code.*

**2.0 SCOPE**

All persons who work alone.

**3.0 RELATED DOCUMENTS**

* Working Alone Template
* Working Alone Safety-A Guide for Employers and Employees
* The Working Alone Amendment

**4.0 DEFINITIONS**

**Supervisor:** Person who has control over assigned work and authority over the persons conducting the work OR a person who has been delegated responsibility for instructing, directing or controlling staff or students working or studying at the University of Alberta.

Supervisors at the University of Alberta include faculty deans, chairs, directors, research supervisors, principal

investigators, managers, foremen, and any other persons in positions of authority.

**Worker:** Means a person engaged in an occupation. (Section 1 (bb) of *The Occupational Health and Safety Ac*t)

Employees/Workersat the University of Alberta include support staff, academic staff, undergraduate and

postgraduate students, volunteers and visiting scientists.

**Occupation:** Means every occupation, employment, business, calling or pursuit over which the Legislature has

jurisdiction. (Section 1 (s) of *The Occupational Health and Safety Ac*t)

**Work site:** Means a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. (Section 1 (cc) of *The Occupational Health and Safety Act*).

**Working Alone:** To work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency. (*Working Alone Safely: A Guide for Employers and Employees*)

Effective Means of Communication: The Alberta Occupational Health and Safety Code (Part 28 Working Alone) states:

“394(1) An employer must, for any worker working alone, provide an effective communication system consisting of

(a) radio communication,

(b) landline or cellular telephone communication, or

(c)some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker’s work.

394(1.1) Despite subsection (1), if effective electronic communication is not practicable at the work site, the

employer must ensure that

(a) the employer or designate visits the worker, or

(b) the worker contacts the employer or designate at intervals appropriate to the nature of the

hazard associated with the worker’s work.”

**Standard Operating Procedures (SOPs):** Written procedures that define the techniques, processes and best practices

required to conduct work safely.

**Buddy System:** A system of organizing work so that the worker can be seen or heard by another worker that is

working in close proximity to his/her work area.

**Resources:** Fire alarm pull station, fire extinguisher, eye wash station, emergency shower, MSDS sheets, first aid kits, first aiders, small chemical spill clean up kit, telephones, pay phone, etc.

**Hazard:** a situation, condition or thing that may be dangerous to the safety or health of workers. Part 1 Definitions Alberta Occupational Health and Safety Code.

**5.0 ROLES AND RESPONSIBILITIES**

5.1 Supervisor is required to:

* Identify workers who are required to work alone.
* Identify and document hazards to the worker from the nature of the work, isolation and conditions at the work site.
* Identify necessary actions to eliminate or reduce the hazards and implement these actions.
* Eliminate or reduce hazards by:
* Provide written instructions stating limitations on and/or prohibition of specific activities while working alone.
* Provide sufficient training and instruction for safe work practices and ensure a minimum standard of competence.
* Provide applicable personal protective equipment.
*  Provide an effective and appropriate means of communication to the employee (e.g. phone, radio, cell phone, satellite phone).
* Establish a system for regular communication with personnel and initiate emergency response procedure, as appropriate.
* Provide emergency and survival supplies for working under extreme conditions
* Report all incidents that occur while employees work alonein accordance with EHS Incident Reporting Procedures.
* Develop an emergency response plan for working alone situations.
* Ensure workers are trained in working alone procedures and are provided information required to implement appropriate worker monitoring.

**5.2 Dean/Chair/Director/Manager** shall review and approve the Working Alone Procedure for the protection of persons

working alone and any hazard assessments where potential safety hazards have been identified as a result of working alone.

**5.3 Worker/Student** shall:

* Participate in the evaluation of the hazards associated with tasks which involve persons working alone and follow the practices outlined in the Working Alone Procedure.
* Work with Supervisor to establish an appropriate means of communication and use the established communication system.
* Report to the Supervisor all incidents that occur while working alone.
* Participate in assigned training.

**5.4 Environment Health and Safety** shall provide advice re guarding the need for and development of the procedure for tasks which involve persons working alone.

**6.0 RECORDS**

Records of Working Alone Procedures will be kept by:

* The supervisor responsible for the preparation and/or approval of the protocol..

**7.0 DEVELOPING THE WORKING ALONE PROCEDURE**

The procedures should include, but shall not be limited, to the following:

* Identification of the work location (should include department/faculty and room(s) location(s;
* Identification of the hazards that may arise out of/or in connection with the work being performed;
* The actions taken to eliminate or minimize the identified hazards;
* The required communication system e.g. telephone, cell phone, radio, buddy system, check-ins, etc;
* Details of the procedure for a missed check-in or unresponsive employee. (e.g. If the worker does not check-in at the prearranged time, the Supervisor will continue to attempt to contact the worker, inform the worker’s emergency contact, notify authorities, etc.)
* Details of how emergency assistance will be obtained and provided in the event of an injury/illness or

incident which may endanger the health and safety of the individual working alone;

**“In a fire/life emergency situation, call 911and identify yourself, what the emergency is and the location”**;

* Posting emergency numbers near the telephones;
* Posting names of the currently certified first aiders;
* Location of resources such as fire alarm pull stations, fire extinguishers, eye wash station, emergency shower, MSDS sheets, first aid kits, list of first aiders, small chemical spill clean up kit, telephones, pay phone, etc.
* All workers will be made aware of this procedure; and
* Every procedure shall be dated and signed by a department/faculty representative or supervisor.