



EMPLOYMENT POLICY MANUAL

Subject: Working Alone	Approval Date: June 17, 2013	By-Law No. 1785-13 <i>Amended by By-Law No. 13-2020</i>
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3.16 WORKING ALONE

The Corporation of the Municipality of Red Lake is committed to the health, safety and well-being of our employees, and will strive to ensure that all appropriate safeguards are enacted to protect our employees that must work alone or in isolation. This policy has been adopted to provide a consistent approach to this type of work.

For the purposes of this policy, “to work alone” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

1. PURPOSE

- 1.1 Provide a general description of procedures for establishing the safety of employees that must perform work alone;
- 1.2 Establish the hazard assessment procedures for Alone Work;
- 1.3 Provide the policy for Check-In Procedure;
- 1.4 Examine the procedures for employees responsible for handling cash while working alone;
- 1.5 Determine the procedures for employees that must travel alone;
- 1.6 Discuss the procedures for employees that perform hazardous work alone.

2. WORKING ALONE SAFELY

Whenever a worker is required to work alone, the Municipality shall:

- First conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- Establish an effective means of communication (telephone, radio, etc.) between the worker and persons capable of responding to their needs;
- In the event that an effective means of communication is not practicable or available at the worksite, the Municipality shall visit the worker as appropriate;

To ensure the ongoing safety of our employee’s, the Municipality shall:

- Take all reasonable steps to eliminate any hazard(s) identified;
- Take all reasonable steps to control any hazard(s) that cannot be reasonably eliminated;



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- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all accidents / incidents, and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents or near misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling Alone Work whenever possible, especially where a distinct level of risk is recognized;
- Schedule higher risk work to be done during regular business hours, or when another worker capable of helping in an emergency is present.

3. WORKPLACE HAZARD ASSESSMENT

The Municipality will perform a thorough workplace hazard assessment for any locations/situations where our employees may be required to work alone. The workplace hazard assessment will investigate the following issues, and identify practicable solutions to ensure the safety of our employees.

4. LENGTH OF TIME THE EMPLOYEE WILL BE REQUIRED TO WORK ALONE

- 4.1 Determine the length of time the worker will be required to work alone, and establish reasonable limitations for the duration of this type of work.
- 4.2 Determine whether or not it is reasonable/safe for the employee to work alone, given the situation/location required.
- 4.3 Examine the length of time the worker will require to perform the necessary task.
- 4.4 Determine the legalities of the type of work performed alone, e.g. restrictions on working in a confined space, or performing lock-out operations.
- 4.5 Identify the time of day the worker will be required to work alone.

5. COMMUNICATION

- 5.1 Determine the methods of communication that are available.
- 5.2 Determine the most appropriate form of communication.
- 5.3 Ensure that all emergency communication systems are in proper working order.



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6. LOCATION OF WORK

- 6.1 Examine the location of the workplace / job site to establish whether or not it is remote or isolated.
- 6.2 Establish any physical or elemental hazards associated with the location.
- 6.3 Examine the security features of the workplace (e.g. security cameras, alarms, etc.) to ensure the safety and well-being of the worker.
- 6.4 Where possible, ensure the employee is in a position of high-visibility.
- 6.5 Ensure that all windows are clear to provide maximum visibility.
- 6.6 Determine the accessibility of the workplace to any potentially necessary emergency services.
- 6.7 Determine any necessary transportation requirements to ensure the worker safely arrives at the workplace / job site (where appropriate).
- 6.8 Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g. maintenance up-to-date, adequate levels of fuel, etc.) has proper levels of insurance, equipped with emergency supplies (e.g. spare tire with tools, first-aid kit, etc.), a method of communication (e.g. cellular phone, GPS, etc.), and available road-side assistance.

7. TYPE OF WORK

- 7.1 Establish the appropriate levels of training and education necessary to safely perform the work.
- 7.2 Ensure that the Municipal employee assigned to perform the work alone has received the appropriate levels of training and education.
- 7.3 Determine the appropriate forms of personal protective equipment required, and ensure that they are readily available, in good working order, and the worker has been properly trained in their use.
- 7.4 Determine any required machinery, tools or equipment that will be necessary to perform the work.
- 7.5 Determine the level of risk associated, to determine whether or not it is safe to allow a worker to perform the work alone.
- 7.6 Establish any potential factors of fatigue that may affect the safety of the worker, and their quality of work.
- 7.7 Determine whether or not the worker will be required to work with money or other valuables, and any safeguards required.

8. IDENTIFY THE ABILITIES OF THE EMPLOYEE PERFORMING WORK ALONE

- 8.1 Ensure that the employee has received the appropriate levels of training and education required to perform the work alone.



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- 8.2 Establish the employee's level of personal health to minimize potential health hazards associated with working alone (e.g. pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

9. CHECK-IN PROCEDURE

To ensure the safety of employees that must work alone, the Municipality employs the following Check-In Procedure:

- 9.1 Management employees will be responsible for the preparation of a daily work plan to establish the location of the employee that is working alone, and the duration of time they will be required to work alone;
- 9.2 Management employees will ensure that a communication device for the employee to check-in with is readily available, and in a convenient location;
- 9.3 Define the appropriate intervals of time for the employee working alone to check-in;
- 9.4 Any Municipal employee that must work alone shall check-in either visually or using an approved communication device at regular intervals, as established in the daily work plan;
- 9.5 Ensure that the schedule of visual or communication-based check-in is adhered to with a written log for documentation purposes;
- 9.6 Identify an employee to act as the main point of contact for the employee working alone, as well as a back up;
- 9.7 Establish a code word for use when the employee requires emergency assistance;
- 9.8 Develop an emergency action plan to be followed in the event that the employee working alone does not check-in on schedule.
- 9.9 Log employee check-in on "Schedule A" – Employee Check-In Log Form.

10. HANDLING CASH

The Corporation of the Municipality of Red Lake will take all appropriate precautions to ensure the safety of employees that are required to work alone with responsibilities for handling cash in the following manner:

- 10.1 Cash on hand will be reduced through the use of a safe or drop safe to deter the possibility of robbery. This policy will be advertised in a highly visible fashion.
- 10.2 The Municipality will ensure that employees are located in positions of high-visibility.



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- 10.3 Employees that are required to handle cash while working alone will be provided with training in robbery awareness and prevention to ensure that they take the appropriate steps to avoid a robbery, and/or act appropriately in the event of a robbery.
- 10.4 Employees are required to cooperate in the event of any robbery, and immediately surrender to the demands of the robber by supplying them with any available cash or merchandise. The Municipality employees are far more valuable than any amount of cash or merchandise.
- 10.5 Employees should contact the police, appropriate emergency services, and their direct manager/supervisor when it is safe to do so, immediately following any robbery.
- 10.6 Security systems will be maintained to deter the possibility of any potential robbery.

11. TRAVEL ALONE

The Municipality will provide safety mechanisms for employees that are required to travel alone in the following manner:

- 11.1 The Municipality employees that are required to travel alone shall utilize the Check-In Procedures to ensure their ongoing communication with the Municipality.
- 11.2 Communication devices (e.g. cellular telephone, GPS, two-way radio, etc.) will be provided to ensure that the employee is capable of checking-in at appropriate intervals.
- 11.3 A travel plan will be created for each instance of employee travel that provides details pertaining to the proposed destination, estimated time of arrival, return time or date, contact information, mode of travel, and alternate plans in the event of bad weather, traffic problems, etc.
- 11.4 Training and education to ensure that employees travelling alone are capable of evaluating and avoiding potential risks/hazards.
- 11.5 Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g. maintenance up-to-date, adequate levels of fuel, etc.), has proper levels of insurance, is equipped with emergency supplies (e.g. spare tire with tools, first-aid kit, etc.), a method of communication (e.g. cellular phone, GPS, etc.), and has available road-side assistance.

12. HAZARDOUS WORK



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- 12.1 Wherever reasonably practicable, the Municipality will avoid requiring employees from having to perform hazardous work alone, and will schedule this type of work to be completed during normal work hours, in the presence of other workers.
- 12.2 Where it is necessary to perform hazardous work alone, workers will be required to utilize the Check-In Procedure, and communication devices (e.g. cellular telephone, GPS, two-way radio, etc.) will be provided to ensure that the employee is capable of checking-in at appropriate intervals.
- 12.3 Training and education will be provided to ensure that the worker is knowledgeable in the proper safe work practices, use of personal protective equipment, use of all required machinery and tools, as well as hazard identification and hazard avoidance.
- 12.4 Personal protective equipment, required tools/machinery and first-aid supplies will be supplied.



**THE MUNICIPALITY OF RED LAKE
EMPLOYEE CHECK-IN LOG**

As per Section 9 of the "Working Alone" policy, a check-In log must be completed when working alone. Please identify the location of worker and check-in time to check-in either in person or by communication device.

Department: _____ Main Point of Contact (Name): _____ Date: _____

Employee Name	Location	Check-In Time	Checked-In (YES OR NO)
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO