



# Safety Administrative Procedure

## Working Alone

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**Approved by:** Jim Toye, City Manager

**Signature:**  **Procedure No:** 20.1

**Effective:** August 17, 2018 **Replaces:** July 2008

- Managers will consult with their staff and develop an appropriate written Safe Work Practice (SWP) that considers the risks, duties and hazards that staff may encounter and is in compliance with the Working Alone Policy and Procedure. As part of this process managers should consider if the same SWP would be feasible for other similar work units. Once developed the Coordinator Health Safety and Environment will be consulted on the practice and ensure that it is provided to the appropriate Occupational Health and Safety Committee for further consultation.
- Once the working alone safe work practice is finalized and approved the work unit manager(s) will be required to provide training to their staff on the restrictions, limitations and requirements of that practice and document that training. Copies of all training documentation are to be provided to the Coordinator Health Safety and Environment for inclusion in overall training records.
- All workers required to work alone as part of their regular job duties will be informed of the hazards and risks associated with their specific job duties.
- All workers required to work alone will be made aware of any specific job duties which are not to be performed while working alone.
- All workers required or allowed to work alone will be informed of and required to follow, all safe work practices, as per City of Prince Albert safety program that relate to their job duties. This includes the proper selection and use of Personal Protective Equipment (PPE).
- All workers required to work along will carry City of Prince Albert radios and/or cell phones. If this is not possible the worker will be physically checked on at the intervals indicated in the safe work practice.

- Whenever possible, managers shall utilize a “buddy system” for workers required to work along. The manager may make arrangements for workers working the same hours but in different locations to contact each other at agreed upon time intervals. If this is not possible an equally effective check in system must be utilized.
- Workers who feel their safety is in immediate danger should pull the nearest fire alarm or utilize a panic button. This is an extreme measure and should only be taken if immediate assistance is required, the employee is in severe distress, and they believe they cannot wait for assistance or make a call on their own to 911.