



## Safe Work Practice

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### Meter Services Working Alone

**Prepared by:** Trina Wareham, Manager Meter Services; and  
Natara Kulcher, Service Delivery Coordinator

**Approved by:** Cheryl Tkachuk, Director of Financial Services

**Signature:**  **Practice No:** 20.1.15

**Effective:** September 13, 2018 **Replaces:** April 19, 2018

**Purpose:**

To provide for the safety and well-being of City of Prince Albert employees that are required to “work alone” as part of their job duties. This safe work practice is also designed to comply with section 35 of the *Occupational Health and Safety Regulations, 1996*.

**Working Alone Hazards:**

- Vehicle accidents
- Personal injury from slips and falls, bruises and contusions, musculoskeletal injuries, burns and scald, malfunction or misuse of hand tools etc.
- Physical attacks
- Animal bites
- Extreme cold exposure

**Communication method(s):**

- All staff have been issued a City cell phone or paid usage of personal cell phone
- City of Prince Albert email and/or text messaging is installed on all cellphones

**Check in Process and Intervals:**

**Parking Meter Inspectors**

- Required to text their Supervisor during their regular scheduled morning breaks, lunch breaks as well as the scheduled afternoon break and finally prior to the end of their shift once back at office.

**Water Meter Readers**

- Required to text their Supervisor during their regular scheduled morning breaks, lunch breaks as well as the scheduled afternoon break. Reports to the Water Department in City Hall at the conclusion of their shift.

### **Water Service Staff**

- Required to report to the Water Department at City Hall at 10:00 am, 1:00 pm and 3:00 pm and also at the conclusion of their shift.

### **Failure to check in:**

If any of the above Check In Processes are missed the Supervisor will call them. If there is no answer the Supervisor will call other staff to ask if they have seen/spoken to them. The Supervisor will immediately notify the Director or designate of the situation. If there is still no response, the supervisor will attend the last known location and if employee cannot be located will notify the Director or designate who will contact the City Police Service. The supervisor will stay at the last known location until City Police arrives or the employee is located.

### **Prohibitions in regards to working alone:**

No staff are permitted to work alone in any of the following circumstances:

1. When working with dangerous chemicals (i.e. chlorine/ammonia gas).
2. When working on live electrical panels or lines.
3. Entering confined spaces or lift station wet wells.
4. Entering an open excavation or trench greater than 1.2 meters deep.
5. Working at heights where fall arrest equipment is required as part of the fall protection plan.

### **PPE requirements:**

- Safety footwear required for all staff.
- Water staff at times will be required to enter buildings still under construction or condemned and also buildings located on industrial sites. As each of these sites will have specific PPE requirements, staff will contact the site foreman in advance to arrange an inspections and to obtain a list of required PPE. The City will ensure the specific requirements are met prior to staff entering sites.