

Working Alone

Purpose *To ensure that staff working alone, as described by Alberta Occupational Health and Safety, can do so safely.*

Policy Statement *ASC recognizes that there are times when employees are in a working alone situation as described by Occupational Health and Safety (OH&S) “Working Alone”. The “working alone” requirements apply when both of the following conditions exist:*

- An employee is working by themselves, and*
- Assistance is not readily available to the employee if there is an emergency, or the employee is injured/ill*

Through the ASC hazard assessment process for all worksites, “Working Alone” conditions will be identified and potential hazards assessed. Processes/controls will be identified to eliminate or reduce the hazards that meet the conditions of “working alone”.

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As part of the hazard assessment process, all work areas within ASC must determine if “working alone” conditions exist or have the potential to occur.

There may be times when an employee is alone while working however assistance may be readily available, and therefore the “working alone” condition is not present.

However when employees are in situations, or have the potential to be in situations when the conditions of “working alone” exist, processes and controls must be put in place to eliminate or reduce identified hazards related to this.

Some examples of processes/controls to eliminate or reduce hazards of the condition of “working alone” include but are not limited to:

- Lifeline pendants and/or Security Panels for emergency support
- A written procedure/requirement identifying worksites where there must be more than one employee at all times
- Carrying cellular phones with chargers
- Check in systems
- Access to emergency contact numbers

When an employees’ work meets the conditions of “working alone”:

- They will be informed of the potential hazards and controls that have been put in place
- They will be informed of their right to refuse dangerous work as outlined in the OH&S Legislation
- They will be encouraged to participate in ongoing hazard assessments and other safety discussions

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