

Working Alone

You are considered to be working alone if you must be at a work site in circumstances where emergency assistance is not readily available.

Strategies and Procedures

Hazard Assessments

- Access all previous hazard assessment activities and results for your review
- Your supervisor will help identify existing or potential hazards related to your work
- Your supervisor will conduct a risk assessment of identified hazards and take appropriate measures
 - If possible, you should participate in this step
- Become aware of the hazards and control measures through pre-job safety or planning meeting



Use effective means of communication:

- radio
- telephone
- other communications system that will work in all anticipated situations (e.g. remote areas)

Establish a protocol of communication between you working alone and persons capable of organizing or providing assistance if required.

- Set up and maintain a contact schedule while working alone
 - Typically, you are to call in 3 times in a work shift
- A record of each contact is logged at both ends of the communication
- Ensure you call the same agreed upon number
- Call from a work phone.
 - Avoid using a personal phone, unless prearranged and authorized
- The person answering will be aware of the protocol and ready for your call
- Understand the specific action plan and communications protocol if you lose contact while working alone

Failsafe

It is **CRITICAL** that you make contact at the expected time.

In the event you do not call at the appointed time:

- The person manning the call-center will attempt to contact you directly within 5 minutes of the missed call time
- They will make repeated attempts to contact you
- If after 15 minutes no contact is made, they will alert company management and emergency services will be activated

Record keeping

Log books are maintained by both you and receiver. When you call, make sure your call is logged properly.

Be sure to supply:

- Your name
- The time
- The time when you will call again next
 - You should be making a minimum of 3 calls during a 12 hour shift
- Location of where you
 - are calling from
 - will be during work shift (if different)
- The method of communication (cell phone, radio, etc.)
- Who you are speaking to
- The name(s) of anybody who happens to be on site with you
 - where they work
 - how long they will be there

Maintain your own log book at your end and for each call, record:

- The name of the person who took your call
- Time of call
- Your location and/or destination



Last word

If there are new arrivals at your work site:

- *Ensure that they know that you are there and,*
- *that they are to advise you of their movements within and out of your worksite*