

Appendix III-G10-1

Sample Working Alone or in Isolation Plan

Community of _____

Dated _____

During Regular Work Hours (hours that council office is staffed)

If you are working alone, in isolation or travelling, follow these steps as required:

1. contact the council office at your start time either through radio or telephone to advise of your exact job site location, what type of work is being done and the estimated duration of the work. This will ensure that you have a communication link (radio/phone) with the council office and that it is working.
2. if the estimated time will be exceeded, contact the council office prior to the expiration of that previously estimated time.
3. contact council office when this portion of work is completed and leaving for a new job site.
4. contact council office at the expiration of the work day.
5. If the worker that is working alone or in isolation does not call-in at the pre-arranged time, the contact person is to make every reasonable attempt to contact the worker. If communication cannot be made with the worker, the contact person must immediately call for emergency assistance.

If no one is available in the council office contact the previously arranged alternate as follows:

(Name) _____ at (Telephone Number) _____.

Sample Working Alone or in Isolation Plan

Community of _____

Dated _____

During Non - regular Work Hours (hours that council office is not staffed)

If you are working alone, in isolation or travelling, follow these steps as required:

1. pre-arrange for a person to contact if you must work outside of regular work hours.
2. arrange to contact (Name) _____ at (Telephone Number) _____ at your start time either through radio or telephone to advise of your exact job site location, what type of work is being done and the estimated duration of the work.
3. if the estimated time will be exceeded, contact the above person prior to the expiration of the previously estimated time.
4. contact the above person when this portion of work is completed and leaving for a new job site.
5. contact the above person when completed work.
6. If the worker that is working alone or in isolation does not call-in at the pre-arranged time, the contact person is to make every reasonable attempt to contact the worker. If communication cannot be made with the worker, the contact person must immediately call for emergency assistance.