

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

Section: III-C	Rules Procedures, Practices and Guidelines	Page 1 of 2
		Approved By: Harvey Bostrom
Subject: G-10	Working Alone or in Isolation	Effective: April 01, 2005
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The Manitoba Workplace Safety and Health Act and Regulations requires that "an employer must develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation."

Refer to part 9 *The Manitoba Workplace Safety and Health Act and Regulations* Working Alone or in Isolation and MB WSH Code of Practice for Working Alone or in Isolation.

This procedure applies to all community employees, council members or contact persons who are required to work alone. This procedure must be posted in a conspicuous place in the workplace.

Each job must be evaluated independently to determine if the following applies:

If an employee is isolated from other persons because of time, location or nature of their work council must ensure that:

- there is a means of communication available (phone, radio system etc.);
- there is a process in place for regular contact to be made with the employee (this may be with the office or with a family member); and
- the employee, council member or contact person is trained regarding the process.

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

Community council employees should make it a habit to report early in the day to their supervisor, and record any situations of concern.

Immediately upon arrival at the worksite and before commencing any work, the employee should contact his/her supervisor or designated contact that may include a council member or the community administrative officer and inform that contact of the exact job site location, what type of work is being done and the estimated duration of the work.

This information should be recorded in the supervisor or designated contact's daily log for future reference. The daily log is to be created by council to journalize the date, time and summary details of the working alone activity.

Council should implement a designated contact chain. If the supervisor or designated contact will not be available when the completion time expires, he/she must appoint another person to be available. The employee must be notified of the change and the new contact must have the authority to initiate any required action.

If it appears that the estimated time will be exceeded the employee must, prior to the expiration

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of that previously estimated time, call and inform the supervisor or designated contact of the new estimated work completion time.

Upon completion of this portion of the work, the employee must immediately inform the supervisor or designated contact, who will note the call time in the daily log. **Should contact not be made by the employee at the agreed upon time, steps should be taken to locate the employee.**

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

Similar arrangements may be made for the employee to contact the supervisor or designated contact at another location provided that the employee can be assured that the supervisor or designated contact will receive and be able to respond to any call from the employee.

Work should not proceed until the communication process is in place and confirmed.

Should contact not be made by the employee at the agreed upon time, steps should be taken to locate the employee.

The implementation of the Working Alone Procedure should be reviewed not less than every three years by council.

Community Responsibilities

Council must ensure that:

- a communication system is implemented;
- the communication equipment is functioning and reliable;
- this procedure is posted;
- employees, council members or contact persons are trained and follow the procedure; and
- the implementation of this procedure is reviewed not less than every three years.

Attachments

- Sample Working Alone Plan
- Sample Working Alone Daily Log

Note additional information can be found on the safemanitoba.com website in the Code of Practice for Workers Working Alone.