**Section 3.5: Working Alone**

**Operations Staff**

Supervisor to document all steps taken to reduce and eliminate the identified risks:

**Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Working Hours: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Vehicle Identification: Unit#**­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Direct Supervisor or Designate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact Info: Work # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Emergency:**

**Fire: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The communication system for the alone worker includes:

* phone or cellular communication
* maintain regular call in/call out contact with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The contact person will activate emergency procedures if they have not heard from the individual working alone by a specific time or if alerted to an emergency.

Emergency step process:

1. Wait 10 mins
2. Call **Staff Member** (numbers listed above)
3. Wait 10 mins
4. Call **direct Supervisor**
5. Wait 10 mins
6. Call **Emergency Contact**
7. Wait 10 mins
8. Call local emergency service request a welfare check

2. If working alone, the worker will not perform the following tasks (list):

* Do not enter any confined spaces
* Do not move a heavy object alone; assess and arrange for assistance
* Staff member to complete self-assessment to determine level of risk as specific to location
* Considerations should be given to weather conditions, working environment/surroundings

3. Specific training and instructions for safe work practices when working alone include:   
(identify for the specific facility/school)

* + Call in/call out procedures (communication plan)
  + WHMIS 2015 education and training
  + TLR object moving/safe body mechanics
  + Fire safety and evacuation
  + Aerial lift use (if applicable)
  + Herbicide application
  + Roof access
  + Fall protection
  + Ladder safety