

VILLAGE OF LYTTON Council Policy

TITLE: WORKING ALONE	NO. 2022-03
AUTHORITY: Administration	FUNCTION: Human Resources
ADOPTED DATE: March 9, 2022	MOTION#: 22-075

Policy Statement:

To promote best practices regarding the health and safety of the Village of Lytton employees, as the Council is committed to protecting its employees during working alone times.

This policy is not intended to be detrimental to the operations of the Village, but to provide guidelines for prudent operational practices.

Purpose:

The intent of the Working Alone Policy is to assess Village's work environments, and where there is a hazard with respect to working alone, to provide guidance for making decisions regarding the appropriateness of working alone, and then to provide procedures and guidelines that will assist in tracking the safety of all employees who are working alone.

1. The major dangers in working alone are when an employee:
 - a) sustains a serious medical condition, or
 - b) becomes injured in a way that precludes self-rescue, or
 - c) is subject to criminal victimization.
2. The most common working-alone situations arise during evenings, weekends, and holidays. However, hazards may be present whenever personnel work alone even during normal working hours.
3. There are various circumstances that would affect the appropriateness of working alone. A significant number of job functions have been and will continue to be performed by worker(s) working alone. In the end, it is the supervisor and the employee that must decide on the level of hazard and the appropriate procedures to be implemented in order to minimize the hazard.
4. It is the responsibility of all personnel to perform work safely and to be accountable for their own safety. This includes:
 - a) exercising prudent judgment regarding whether or not to perform potentially hazardous activities alone;
 - b) obtaining prior authorization from supervisors before beginning planned

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hazardous-work-alone operations to ensure that all hazards and risks have been thoroughly evaluated from the perspective of working alone, and that the residual risk is acceptably low.

Part 1: Definitions

The following definitions apply in this policy:

Working alone: means any work by an individual who is not within hearing or sight range of another individual for significant periods of time.

Residual Risk: means the risk left over after safeguards (mitigation strategies) have been implemented.

Hazard: means any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

Confined Space: means an area whose enclosed conditions and limited access make it dangerous.

Work Schedule: means from 8:00am – 4:30pm

Log Book: means a *book* in which is kept a record of the *time* persons have worked

Check In Form: means a form to keep track of scheduled check in times

Call Service: means the After-Hours Call Service

Facility: means spaces in relations to water, sewer and road infrastructure

Employee Safety Procedures Manual means the *Occupational Health and Safety Procedures Manual*

Part 2: Assessment

When assessing the conditions or circumstances under which the worker is required to work alone, particular job functions will have inherent hazards associated with them that may be deemed as minimum hazard, normal hazard or higher-than-normal hazard.

Before authorizing work-alone operations, supervisors shall evaluate the hazards of each activity that could be classified as hazardous for working alone. The supervisor shall assure that the risk of the operation is acceptable and ensure that adequate help can be made available quickly in an emergency. Additional controls or procedures may need to be implemented over and above those required when other workers are present.

Unless hazards of working alone have been specifically addressed, authorization to perform potentially hazardous activities alone shall be given on a case-by-case basis for each activity.

2.1 Hazard Level A - Higher-than-Normal Hazard

- a) higher than normal hazard with respect to activity and the environment
- b) some activities and work environments are prohibited
- c) checking-in every **one (1) hour** is required
- d) checking in at end of shift is required

2.1.1 Examples of Higher-than-Normal Hazards are:

- a) work involving entry into a confined space
- b) work with high-energy, highly reactive, highly flammable, or acutely toxic material
- c) work with unguarded, high-powered, fast-moving equipment or machinery
- d) work in congested or confined spaces
- e) work requiring the use of supplied air equipment, fall arrest systems, hoisting or rigging equipment to lift or move heavy items
- f) work with any equipment, material or process that could pose a significant hazard to the employee
- g) work performed in extreme weather conditions
- h) job functions that attract or expose employees to criminal victimization

2.2 Hazard Level B - Normal Hazard

- a) some hazard with respect to the activity and the environment
- b) some restrictions to be placed on activities and work environment
- c) checking-in every **two (2) hours** is required
- d) checking in at end of shift is required

2.3 Hazard Level C - Minimal Hazard

- a) minimal hazard with respect to the activity and the environment
- b) working alone is acceptable, even after hours
- c) checking-in every **two (2) hours** is required
- d) checking in at end of shift is required

2.3.1 Examples of work functions that present minimal hazard may include:

- a) maintenance functions
- b) routine job functions that are part of a longstanding operating procedure and where experience has shown them to be safe
- c) desk work

Part 3: Procedures

Where working alone presents a significant hazard, a worker **must not** work alone.

3.1 ***During Normal Working Hours (8:00 am to 4:30 pm)***

3.11 All employees who are working alone must carry their “**Daily Time Book**” to act as a “**Working Alone Logbook**” for those days the employee is working alone.

3.12 It is the responsibility of the employee who is working alone to:

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- a) at the beginning of each workday the employee working alone will provide a daily work schedule to their supervisor outlining all locations of work and estimated timeframes of work,
- b) check in with the Administration Office staff at the scheduled time interval,
- c) check in with Administration Office staff when changing work locations,
- d) fill out the "Working Alone Logbook" as necessary at the scheduled interval by recording the times, date, time of each call in, and provide a signature,
- e) check in at end of shift.

3.13 The Administration Office Staff will keep track of the scheduled employee check-ins on the "Working Alone Check-in Form". (Schedule "A")

3.14 If the scheduled check in time has been missed by the employee working alone, the Administration Office staff will follow this procedure:

- a) Immediately call the employees cell phone, (continue calling for 15 minutes)
- b) after 15 minutes; have a supervisor search for the employee, perform an exhaustive search if necessary
- c) call the RCMP and institute an emergency search for the employee.

3.2 After Normal Working Hours

3.21 All employees who are working alone must carry their work cell phone (provided), and a "Working Alone Logbook".

3.22 It is the responsibility of the employee who is working alone after hours to:

- a) the employee working alone must call their immediate supervisor at the end of the call out prior to heading home.

3.23 The immediate supervisor will call the employee working alone every one (1) hour. If they cannot reach the employee they will:

- a) Immediately call the employees cell,
- b) call the employees home,
- c) call their supervisor's cell phone,
- d) if no answer, call next staff person in line,
- e) call RCMP

Part 4 Accountability

All staff will adhere to this policy and the CAO will address any non-compliance.

Jan Polderman

Mayor



Chief Administrative Officer

Dated: 2022-03-09

Schedule "A"

DATE: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____ Cell #: _____

Estimated Work Schedule:

Check-In Times:

Hazard Levels (Level A = every one (1) hour, Level B+C = every two (2) hours)

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

_____ a.m./p.m. Hazard Level _____ Signature: _____

End of Day Sign Out:

_____ a.m./p.m. Signature: _____