

WORKING ALONE

1. Task

Ensuring the safety of workers who are required to work alone.

Examples:

- ❖ Staying late to complete a job that must be done before the next day's work.
- ❖ Performing work in a space that is only large enough for one worker.
- ❖ Installations or repairs in small washrooms/storage rooms/electrical rooms, etc.
- ❖ Servicing roof mounted equipment.
- ❖ Cleaning up after other workers have left.

2. Hazards

A worker who is injured, trapped or becomes unconscious may not receive assistance within an acceptable time frame. Other hazards which are specific to the space or related to the nature of the work.

3. Controls

Pre-Job Safety Assessment (PSA).

- ❖ Check local regulations to determine if specific legal requirements exist.
 - Supervision must prepare a written safe work plan, including:
 - Potential hazards in the area/hazard controls
 - Means of communication such as two-way radio contact or cellular phone
 - Identity of contact person and telephone number, or radio frequency
 - Frequency of contact/use of contact log for verification of contact and time of contact
 - Response plan where contact is lost (if work is after hours, ensure that an emergency response plan is in place when not all site response facilities are available)
 - Test contact/communication method to make sure it works
 - Ensure worker and contact person have a clear understanding of what is required and what to do in case of emergency - review and sign-off on written safe work plan
- ❖ Determine if the space is a “confined space”, workers may not work alone in a confined space, refer to the “CONFINED SPACE” work procedure.
- ❖ Risk evaluation - “high(er) risk” activities should never be assigned to solitary workers. Some examples of “higher risk” activities are: working at heights, working with electricity, working with hazardous materials or substances, working with hazardous equipment (eg chainsaw), working with pressurized materials. Schedule higher risk activities during “normal” working hours, or when other workers are present
- ❖ Avoid having “lone workers” where possible. Plan work so that other workers are in the area.
- ❖ Review visitation procedure to be set-up if effective electronic communication is impractical.
- ❖ Workers required to work alone must hold current valid First Aid Certificate.