



TOWN OF SUNDRE POLICY

Policy Number:	C-033-01 POL
Policy Name:	Working Alone Policy
Related Procedure Number:	C-033-00 PRO
Related Procedure Name:	Working Alone Procedures
Replaces Policy No:	C-033-00
Resolution Number:	312/2016
Approval Date:	October 17, 2016
Revision Date:	October 17, 2020
Responsible Department:	Human Resources

Policy Statement

The Town of Sundre is committed to implementing a system to support the safety and security of employees working alone.

Purpose for Policy

The purpose of this policy is to:

- Provide for measures to protect the health and safety of, and minimize risk to, any employee working at a workplace who is the only employee at that workplace, in circumstances where assistance is not readily available to the employee in the event of an injury, ill health or emergency;
- Ensure employees who work alone have a means of communication with individuals who can respond to an emergency situation;
- Utilize a call in procedure that is recorded in accordance with OH&S guidelines; and
- Ensure all Town of Sundre employees understand and meet ethical and legal obligations.

Definitions

Working Alone : means a employee working at a workplace who is the only employee at that workplace, in circumstances where assistance is not readily available to the employee in the event of an injury, ill health or emergency.

Readily Available: Three assessment factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

- *Awareness* – will other persons capable of providing assistance be aware of the employee’s needs?
- *Willingness* – is it reasonable to expect those other persons will provide helpful assistance?
- *Timelines* – will assistance be provided within a reasonable period of time?

Hazard: a situation, condition, or thing that may be dangerous to the safety or health of employees.

Workplace: is any location where Town of Sundre business is performed is considered part of the worksite, including traditional office and plant environments, field locations, collaborative sites, arena, Sundre Community Centre, vehicles, or other off-site work locations.

Related Information:

- Alberta Working Alone Guide for Employers and Employees
- Town of Sundre Hazard Identification & Assessment Directive
- C-026-00 PRO Operations On-Call & Call Out Procedures
- C-044-00 PRO Community Services On-Call & Call Out Procedures

Responsibilities

CAO

- Must do everything reasonable to protect the health and safety of employees (OH&S Act Section 2(1));
- Provide an effective system for communication between any employee who works alone and persons capable of assisting the employee; and
- Provide an effective Call-in Centre for employees to utilize when working alone.

Executive Assistant to the Director of Planning & Operations/Managers:

- Conduct hazard assessments to identify existing or potential working alone hazards at Town of Sundre Workplaces; and
- Take measures to eliminate or control the hazards of working alone at Town of Sundre Workplaces;

Managers :

- Ensure that employees are informed of the hazards connected to their tasks and methods used to control or eliminate them;
- Ensure employees are trained and educated on identifying hazards and Safe Operating Procedures;
- Ensure that employees are utilizing the call in centre procedures when working alone; and
- Ensure incidents are reported, investigated and documented.

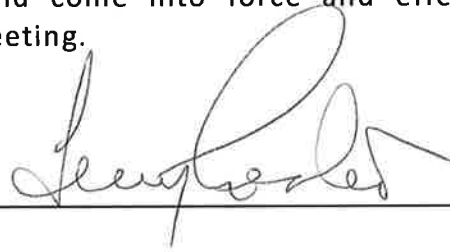
Employees :

- Report all work site incidents immediately to their supervisor and the Human Resources Coordinator as required by WCB;
- Work Safely and cooperate with their manager by following health and safety rules (OH&S Act Section 2(1))
- Participate in workplace hazard assessments and the implementing of procedures to eliminate or control hazards of working alone; and
- Utilize the call in procedures as described in the Work Alone Procedures when working alone.

Approval

This policy shall rescind policy C-033-00 and come into force and effect upon adoption by Council at a Regular or Special Meeting.

October 17, 2016 Meeting of Council



MAYOR



CHIEF ADMINISTRATIVE OFFICER

NOV 14, 2016

DATE

