(Name of Municipality)

**WORKING ALONE POLICY**

Approved by:

Effective Date: January 1, 2018

The *(Name of Municipality)* has developed the following “Working Alone or In Isolation” policy and procedure as per WS&H Regulation 9, for the protection and safety of all employees who are working alone. This plan applies to all Municipal employees including but not limited to administrators, support/office staff, public works staff, emergency services, waste site attendants, development services staff, and summer students and is part of the mandatory Orientation. This plan was developed to deal with risks identified for workers who are required by the nature of their job to work alone, not in the presence of a co-worker or Supervisor. Management, Supervisors and the Safety Coordinator shall take all responsible and practicable steps to eliminate or reduce the risks of workers working alone by:

* The establishment of an effective communication system such as Fleetnet, telephone or cell phone, so they can alert their Supervisor, Management or Safety Coordinator if they have a safety concern and also must have a regular contact/check in time, between the employer and the worker on a pre-determined basis. Waste Site Attendants/Development Services/Public Works employees and summer students, when working alone, shall contact their supervisor when they begin work, ***every two*** ***hours*** during working hours and when they complete their work day. If their supervisor is not available, the employee needs to call the Municipal Office. Office Staff when working alone shall contact their supervisor/designate, *every three hours* during work.
* Employees should keep to a prearranged routine so that family members or friends are aware of times they expect to arrive home, employees working after hours, on evenings or weekends should ensure their routines are known by immediate family members or friends and arrange to check in or arrive home on a pre-arranged basis.
* Where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions should be in place.

The employer must, so far as reasonably practicable, take steps to identify, eliminate or reduce the identified risks to workers working alone or working in isolation and this can be accomplished by pre-job Hazard Assessments to be completed before the commencement of a task. Safe work procedures have been developed and implemented to eliminate or reduce the identified risks to workers working alone and will train workers in the Working Alone Procedures and identify the experience that the employee has to fulfill the job responsibility safely.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name)*

Chief Administrative Officer

*(Name of Municipality)*