



<b>Signed Date:</b> March 21, 2018	<b>Motion:</b> 50/18 <b>Date:</b> March 21, 2018
<b>Title:</b> Working Alone Policy	<b>Policy No. 50</b>

#### **POLICY:**

The Village of Bawlf is committed to providing a safe work environment for its employees. In doing so, Bawlf will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

#### **PURPOSE:**

The purpose of this policy is to protect workers from probable risk of injury from health and safety hazards because of working alone.

#### **DEFINITIONS:**

**Council** means the duly elected Council of the Village of Bawlf.

**Hazard** means a situation, condition or thing that may be dangerous to the safety or health of workers.

**Hazard Assessment** means the process of identifying the hazards associated with a defined task, prescribing personal protective equipment and other relevant protection measures which must be employed to reduce the risk from the hazards.

**Municipality** means the Village of Bawlf

**Worker** means any of the following:

- A person who performs work or supplies services for monetary compensation and includes all full-time and part-time employees, casual workers, individual contractors and employees or staff of any contractor or service provider carrying out business for the Municipality;
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or post-secondary institution;
- A person who performs work or supplies services for no monetary compensation under the direction of a volunteer committee sanctioned by Council.

**Working Alone** means to work alone at any time during a shift where assistance is not readily available when needed in the normal course of duties or in the event of an injury, illness or emergency.

**Work Area** means a place at a work site where a worker is, or may be, during work or during a work break.

## **RIGHTS & DUTIES:**

### **Workers' Rights**

- a) To conduct a hazard assessment for any work area they will be working in;
- b) To report a concern with any hazards within their work area which might have been overlooked during a hazard assessment;
- c) To refuse work if the worker has reason to believe that work area is unsafe.

### **Workers' Duties**

- a) Workers have a duty to take reasonable care to protect the health and safety of himself and of other workers present while he is working; and,
- b) Workers have a duty to cooperate with his employer for the purposes of protecting the health and safety of:
  - i. Himself,
  - ii. Other workers engaged in the work of the employer; and
  - iii. Other workers not engaged in the work of the employer but present at the work area at which that work is being carried out.

### **Employers' Duties**

- a) The Municipality has a duty to ensure the health and safety of:
  - i. All workers engaged in the work of the municipality; and
  - ii. All workers not engaged in the work of the municipality but are present at the work at which the work is being carried out; and
- b) The Municipality has a duty to ensure that all workers engaged in the work of the employer are aware of their responsibilities and duties under the Occupational Health & Safety Act regulations and the adopted code.
- c) The Municipality has a duty to ensure that no worker is permitted to work alone while performing a high risk activity:
  - i. Working at a height which would require fall restraint equipment; or
  - ii. Working within a confined space; or
  - iii. Working in or around an open excavation; or
  - iv. Working with hazardous materials; or
  - v. Any other activity deemed to require two (2) or more individuals to complete the task safely.
- d) The Municipality has a duty to provide an effective communications system for any worker working alone.
  - i. An effective communications system must include regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's tasks
  - ii. Effective communications should consist of at least one of the following:
    - o Radio Communications; or
    - o Landline or cellular telephone communication; or,
    - o Some other effective means of electronic communication; or,
    - o Regular visits from the employer or designate to the worker; or,
    - o Regular contact from the worker to the employer or designate.

- iii. Contact with any worker working alone must be made at least once every two (2) hours that the worker is alone and this contact must be recorded in such a way that all employees are aware of the last contact time for the affected worker.
- iv. In the event that a worker working alone does not reply to a contact attempt, the worker's supervisor or designate will immediately travel to the work area to ensure the safety of the worker.

#### **HAZARD ASSESSMENTS:**

A hazard assessment must be conducted to assess a work area and to identify existing and potential hazards before work begins at the work area and prior to the construction of a new work area.

A report showing the results of the hazard assessment must be prepared and must include:

- a) The date that the assessment was prepared or amended; and
- b) Identification of all hazards; and
- c) Identification of methods to control or mitigate the hazards.

A hazard assessment must be repeated:

- a) At intervals sufficient to prevent the development of unsafe and unhealthy working conditions; or
- b) When a new work process is introduced; or
- c) When a work process of operation changes; or
- d) Before significant additions or alterations have been undertaken to a work area.

A prime contractor must ensure that any employer undertaking work in the work area is made aware of any existing or potential work site hazards that may affect that employer's workers.

The Municipality must ensure that all affected workers are involved in developing the hazard assessment as well as the methods of controlling or mitigating the hazards identified.

The Municipality must ensure that all affected workers are made aware of the findings of the hazard assessment and the methods of controlling or mitigating the known hazards.

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