



Policy #46

Policy Title: Working Alone Policy

Approved by Council on: April 4, 2012

Policy Statement

The Township of Southgate (The Township) is committed to the health and safety of all its employees. The Township will ensure that all appropriate safeguards are enacted to protect employees who must work alone or in isolation.

Purpose

The Township employee, while working in the Lone Worker category, has a limited scope of operations. This procedure is to ensure all employees are aware of the limitations of tasks while working alone.

Application

This policy applies to all Southgate employees while carrying out Township duties.

Definitions

Lone Worker – A person who is working alone in any environment where there are no other workers.

Procedures

1. All employees must have access to a functioning cell phone or 2 way radio at all times during lone worker hours and be aware of dead zones locations;
2. Call 911 if there is an emergency;
3. When working alone and immediate assistance is required to complete an unplanned task, contact a co-worker or supervisor;
4. Employees must recognize duties/tasks that shall not be completed alone and assess the environment on an ongoing bases for any changes that may occur;
5. Appropriate Personal Protective Equipment (PPE) must be worn if required for the task being completed;
6. Extra personal care must be taken while climbing and working around all equipment;
7. All paper work must be completed by the end of each shift.

Working Alone Prohibited

There are certain situations where working alone will not be permitted. Working alone will be prohibited under the following circumstances:

1. Changing light bulbs on the ice surface, while using a lift;
2. Work which requires the use of fall protection equipment;
3. On a portable ladder that exceeds 2 metres in length and is not securely fastened, or work with a ladder that is likely to be endangered by traffic.

References and Related Policies

- Drinking Water Quality Management System (DWQMS)

Consequences of Non-Compliance

Failure to abide by this policy may result in progressive discipline, up to and including termination, as per Township of Southgate discipline policy.

Review Cycle

This policy will be reviewed annually by the Health & Safety Committee.