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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Working Alone** | | Issue date: DD/MM/YYYY  Review date: DD/MM/YYYY |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

The purpose of this safe work procedure is to ensure the safety and well-being of workers who are required to work alone by identifying potential hazards, assessing risks, and implementing effective controls. This procedure outlines the check-in process and emergency response protocols for workers working alone.

# 2.0 DEFINITIONS

**Working Alone:** According to NL’s OHS regulations, working alone means to work in circumstances where assistance would not be readily available to the worker in case of an emergency, or in case the worker is injured or in ill health.

# 3.0 PROCEDURE

## 3.1 Employer obligations

When workers are required to work alone the employer will:

1. Conduct a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone.
2. Implement safety measure to reduce the risk to employees from the identified hazards.
3. Ensure that the employees have an effective way of communicating with another designated person in case of emergency.
4. Ensure that the employees are trained to perform their job safely.
5. Ensure that employees who are required to work alone have emergency first-aid training.
6. All employees working alone will be required to have a cell phone with them.

## 3.2 Employee obligations

Employees can stay safe by adhering to the appropriate measures initiated by the company and reporting any unsafe conditions to their supervisor.

## 3.3 Risk Assessment

A risk assessment must be conducted prior to assigning any worker to work alone. This assessment should include:

* Identification of Hazards: Review all tasks, work environments, and conditions that may pose a risk (e.g., physical injury, environmental hazards, medical emergencies, workplace violence).
* Risk Evaluation: Assess the likelihood and severity of hazards.
* Control Measures: Implement controls to eliminate or minimize risks using the hierarchy of controls (e.g., engineering controls, administrative controls, and personal protective equipment).

The risk assessment must be documented and communicated to the worker.

## 3.4 Check-in Procedure

The check-in procedure must be developed in consultation with the worker assigned to work alone, the **OHS committee, WHS representative or designate**. A designated contact person (or monitoring system) must be assigned to regularly check in with the worker.

The designated contact person must:

* Establish contact with the worker at predetermined intervals.
* Record the results of each check-in (e.g., time of contact and worker status).

The frequency of check-ins must be determined based on the risk assessment. Factors to consider include:

* Nature of the work
* Location and isolation level
* Duration of the work shift
* Identified hazards

If the worker cannot be contacted at the predetermined interval, the following steps must be taken:

1. Attempt to contact the worker again within 5 minutes.
2. If still unsuccessful, escalate the response by:
   1. Notifying the supervisor or manager.
   2. Initiating emergency response plans if necessary (e.g., dispatching assistance to the worker’s location).
3. Document the incident and any actions taken.

This procedure must be reviewed at least annually, or more frequently if:

* There are changes in work arrangements that may affect a worker well-being or safety.
* There is a report that the procedures are not working effectively or after an incident.