TOWN OF SUSSEX POLICY

Subject		Number
WORKING ALONE POLICY		P-12
Date March 18, 2019	Approved by COUNCIL [X] OTHER(S) [ ]	Date March 4, 2019
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POLICY

The Town of Sussex is committed to the health, safety, and well-being of our employees. We strive to ensure that all appropriate safeguards are in place to protect our employees who must work alone or in isolation. This policy has been adopted to provide a consistent approach to this type of work.

APPLICATION OF POLICY

This policy applies to all Town employees, who work alone, including Works Department employees, Community Services Department employees, Management employees and Office employees.

PURPOSE OF POLICY

The purpose of this policy is to facilitate the implementation of Town of Sussex requirements for working alone.

WORKING ALONE SAFELY

Whenever an employee must work alone, the Town of Sussex will:

- conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- establish an effective means of communication between the employee and persons capable of responding to their needs; and

- visit the employee as appropriate if an effective means of communication is not practicable or available at the worksite.

To ensure the ongoing safety of our employees, the company will:

- take all reasonable steps to eliminate any hazards identified;
- take all reasonable steps to control any hazards that cannot reasonably be eliminated;
- communicate the findings of the hazard assessment in writing to all affected employees;
- provide employee training and education to limit the dangers of working alone;
- investigate all accidents or incidents, and take all reasonable steps to prevent a re-occurrence;
- report all situations, incidents, or near-misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- avoid scheduling alone work whenever possible, especially where a distinct level of risk is recognized; and
- schedule higher risk work to be done during regular business hours, or when another employee capable of helping in an emergency is present.

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WORKPLACE HAZARD ASSESSMENT

The Town of Sussex will perform a thorough workplace hazard assessment for any locations or situations where employees may be required to work alone. The workplace hazard assessment will be conducted by the Health and safety committee representative and the employees having to perform the work.

LENGTH OF TIME THE EMPLOYEE MUST WORK ALONE

Whenever an employee must work alone, the Town of Sussex will:

- determine the length of time the employee must work alone, and establish reasonable limitations for the duration of this type of work;
- determine whether or not it is reasonable or safe for the employee to work alone, given the situation or location required;
- determine the legalities of the type of work performed alone following all other policy (for example, restrictions on working in a confined space, or performing lock-out operations); and
- identify the time of day the employee must work alone.

COMMUNICATION

Whenever an employee must work alone, the Town of Sussex will:

- ensure that all emergency communication systems are in proper working order;

- employees have been made aware of and are following the terms of the "TOWN OF SUSSEX EMERGENCY COMMUNICATIONS PLAN";
- ensure that the "INSTRUCTIONS TO COMMUNICATE FOR HELP" sheets are posted as outlined in the "EMERGENCY COMMUNICATIONS PLAN"; and
- if warranted by the type of work and hazard a Blackline G7 communication devices will be used.

LOCATION OF WORK

Whenever an employee must work alone, the Town of Sussex will:

- establish whether or not the workplace or job site is remote or isolated;
- establish any physical or elemental hazards associated with the location;
- examine the security features of the workplace (for example, security cameras and alarms) to ensure the safety and well-being of the employee;
- where possible, ensure the employee is in a position of high visibility as per Town of Sussex Policy P-6 – Personal Protective Equipment requiring a safety vest to be worn at all times when out of the vehicle and that vehicle safety beacons be activated as required;
- determine the accessibility of the workplace to emergency services;
- determine any necessary transportation requirements to ensure the employee safely arrives at the workplace or job site as per Operator Daily Check List; and
- ensure that the employee is equipped with a cellular phone or two way radios and/or Black Line G7 Devices

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TYPE OF WORK

Whenever an employee must work alone, the Town of Sussex will:

- establish the necessary levels of training and education to safely perform the work;
- determine the appropriate forms of personal protective equipment (PPE) required, and ensure that they are readily available and in good working order, and that the employee has been properly trained in their use;
- determine any machinery, tools, or equipment necessary to perform the work; and
- establish any potential factors of fatigue that may affect the safety of the employee and their quality of work by following as a minimum the hours of continuous work and mandatory rest periods policy

IDENTIFY THE ABILITIES OF THE EMPLOYEE PERFORMING WORK ALONE

Whenever an employee must work alone, the Town of Sussex will:

- ensure that the employee has received the appropriate levels of training and education required to perform the work alone; and
- establish the employee's level of personal health to minimize potential health hazards associated with working alone (such as a pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

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HAZARD CONTROL

Ongoing inspections of the workplace and worksite will be monitored and completed by the Health and Safety Committee as per the monthly work site inspection or the employee performing the tasks. Any concerns regarding health and safety hazards noticed between inspections should be reported immediately to immediate supervisor.

CHECK-IN PROCEDURE

To ensure the safety of employees who must work alone, Town of Sussex uses the following check-in procedure:

- management employees are responsible for the preparation of a daily work plan to establish the location of the employee working alone, and when they must work alone;
- management employees will ensure that a communication device for the employee to check in with is readily available and in a convenient location;
- an employee working alone must check in with the use of the Blackline G7 device every one (1) hours using the defined communication method as established with the Blackline G7 device;
- all employees must adhere to the schedule of visual or communication-based check-in with the Blackline G7 device;
- the Blackline G7 monitoring system will act as the main point of contact for the employee working alone;
- use of the established code word as per the Blackline G7 set-up, for use when the employee requires emergency assistance;

- after an event where an employee is unexpectedly forced to work alone a Blackline G7 device will need to be implemented; and
- if the employee working alone does not check in on schedule, the defined emergency action plan will be followed as per the Blackline G7 device set-up.

TRAVEL ALONE

When travel alone is required for the Town of Sussex employees (ie: courses or training seminars), employees are required to:

- ensure they have a plan to contact with their spouse or family member when they arrive and depart; and
- examine the vehicle (as appropriate) to ensure that it is in good working condition (up-to-date maintenance and adequate levels of fuel), proper levels of insurance, is equipped with emergency supplies (such as a spare tire with tools and first aid kit), and has a method of communication (such as a cellular phone).

ENFORCEMENT OF POLICY

It shall be the responsibility of all Town employees to review and understand the terms of this policy. It is the responsibility of supervisory staff to make employees aware of and enforce the terms of this policy and provide access to this policy and any future revisions.

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POLICY VIOLATION

Any employee in violation of this policy may be subject to discipline as outlined in the Town of Sussex Employee Discipline Policy, Policy # P-7, and subject to immediate review by the Town of Sussex Joint Health & Safety Committee for recommendation to the Labour/Management Committee and Council or both.