

# RM OF REYNOLDS POLICY

**Title: WORKING ALONE**

**Policy No. 36**

**PURPOSE:** The purpose of this policy is to ensure the health and safety of all employees while in the employment of the Municipality.

## **PROCEDURE:**

Employees and supervisors are required to make every effort to assess hazards, to take steps to avoid unnecessary risk, and to make available methods by which misfortune can be managed to minimize damage or injury.

Employees performing work in low risk situations are expected to use good judgement, to be aware of their surroundings and potential hazards and to take precautions to ensure the safety of themselves and other occupants of the facility. Employees are expected to keep emergency phone numbers accessible, and to take precautions when working alone, such as being aware of other employees and nonemployees in the area and checking on one another at regular intervals.

Each department (public works, building inspector/development officer, and administration) will first utilize a buddy system when it is practical and during higher risk jobs.

The employees shall communicate by use of telephone or cellular phone where service is available.

Daily by 8:30 am all employees are required to check in with the municipal office. The office will document on the checklist where each employee is going to be and for what period of time

For employees that are working alone the work alone protocol is to be implemented.

### **Work Alone Protocol for Public Works Department**

Public Work employees are to communicate with office staff advising them by 8:30 am of their location if not in the office. The employee is to contact the office every two hours by phone. That employee is to check in by 3:30 pm with office staff to confirm location, if they will be working beyond 4:00 pm they are to make arrangements with one of the staff members to check in until the job is completed.

### **Work Alone Protocol for Building Inspector/Development Officer**

The Building Inspector/Development Officer is to communicate with office staff advising them by 8:30 am of their location if not in the office. The employee is to contact the office every two hours by phone. That employee is to check in by 3:30 pm with office staff to confirm location, if they will be working beyond 4:00 pm they are to make arrangements with one of the staff members to check in until the job is completed.

There will be a window of one hour to receive a report call from the Public Works employee or Building Inspector/Development Officer. After thirty minutes, the designate shall start to communicate with the employee. This procedure to be repeated every five minutes for a maximum of 15 minutes or until the employee responds. If no response is received after that 15 minutes from the employee, the designate will contact the CAO or other designate to go to the last location that was reported by the employee to find him/her. Open communication to be made with designate and rescuer until employee is found. Emergency protocol must be implemented if employee is reported to be in danger or injured.

If the job that the working alone employee is asked to perform is considered to be higher risk of potential injury to the employee, arrangements for report times may be increased as designated by the employee's supervisor.

### **Work Alone Protocol for Office Staff**

Office employees generally work in a buddy system environment most of the time. There are times when office staff are working alone, such as during co-workers holidays, sick time, etc. When office staff are alone, contact must be made with the Public Works Manager to advise of working alone and for what expected period of time.