



## Town of Happy Valley-Goose Bay Policy Statement

<b>Index: Administration</b>		<b>Policy Number: A0056</b>	
<b>Approved Date: January 28, 2020</b>	<b>Effective Date: January 28, 2020</b>	<b>Revision Date:</b>	
<b>Authority: 12<sup>th</sup> Council of the Town of Happy Valley-Goose Bay</b>		<b>Page 1 of 3</b>	

### **Topic: Work Alone Policy**

#### **Policy Statement:**

The Town of Happy Valley-Goose Bay is committed to providing a safe and healthy environment and will ensure that all reasonable measures are taken for the protection of its employees that are performing in areas or under conditions where they are required to work alone or in isolation.

#### **1.0 Definitions:**

##### **Working alone or in isolation:**

- Work in circumstances where assistance would not be readily available to the worker in the case of an emergency or in the case the worker is injured or in ill health

##### **Contact Person:**

- The person or Department that will be called when a worker is working alone or in isolation and is required to use a check-in system. The person or Department will monitor the situation, keep records of the check-in activities and contact the worker who is working alone if he/she fails to check-in within the agreed timings.

##### **Check-In:**

- The act of notifying the Contact Person or Department that a task is due to commence, continuing or ending, or that the Worker is okay. This may be through land line phone, cell phones, UHF radios, or any other designated and agreed check-in device.



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### Topic: Work Alone Policy

#### 2.0 Responsibilities

##### Employer:

- The Town will ensure that procedures and resources are in place to minimize harm to employees working alone or in isolation.

##### Management:

- Management is responsible for coordinating with the OHS Coordinator in assessing the level of risk in their areas through a working alone assessment.
- Management will ensure that procedures have been developed to eliminate or minimize the hazards employees are exposed to when working alone and will communicate these procedures to their employees. Management will also ensure that employees are provided with a list of activities that are not to be completed when working alone, where applicable.
- Management will ensure that their employees have been trained in their applicable working alone procedure, including check-in times and any other applicable information.
- Management is responsible for notifying the OHS Coordinator of any changes to job duties or potential exposures for employees working alone.

##### OHS Coordinator:

- The OHS Coordinator is responsible for conducting working alone risk assessments with employees that are working alone and provide the details of the assessment to the applicable Department Manager and the Director of HR.
- The OHS Coordinator will assist Management in developing procedures for employees working alone as well as setting up interval timing for checking in, where required.
- The OHS Coordinator will conduct a review of the risk assessments when job duties or exposures have changed.



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### Topic: Work Alone Policy

#### Employees:


- Employees are responsible for participating in the working alone risk assessments and are to notify their manager or supervisor of any accidents or incidents that occur when working alone.
- Employees are to comply with the implemented working alone procedures and where required, maintain regular communication with the designated contact person.
- Employees are not to perform work that has been determined to be hazardous and only performed when there is at least two people present.


### 3.0 Prohibited work

The following specific tasks are prohibited to be conducted when working alone:

- Confined Space Entry
- Trenching and Excavation Work
- Working at Heights in which Fall Protection is required

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.

  
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Mayor, Wally Andersen

  
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Town Manager, Robert Andrews