

THE VILLAGE OF MONTROSE

POLICY TITLE: WORKING ALONE POLICY

POLICY # 0125-Worksafte BC

POLICY STATEMENT:

The Village of Montrose is committed in promoting safe working conditions for all employees, especially when working alone.

POLICY BACKGROUND:

The Village has a small workforce. As a result, many of the daily tasks required to be completed by this workforce result in individuals working alone or in isolation. Working alone is defined as any work by an individual who is not within hearing or sight range of another individual for significant periods of time.

The intent of the policy is to assess the Village's work environments, and where hazards in respect to working alone exists, to provide procedures and guidelines to encourage ongoing communication takes place between employees and their supervisors. This policy is not intended to be detrimental to Village operations, but to provide guidelines for prudent operational practices.

POLICY GOAL:

The goal of this policy is to ensure sufficient communication exists between employees and their supervisors when and where employees are required to work alone. This policy will outline the procedures and guidelines which all Village staff members must take when working alone.

POLICY OBJECTIVES:

1. That all supervisors provide guidance to employees in making informed decisions regarding the appropriateness of working alone on various activities.
2. That all employees, when required to work alone on various activities, be familiar with this policy and receive adequate training.
3. That all employees, when required to work alone, have in their possession, or remain close to a two-way voice contact device (cell phone or hand-held transceiver).
4. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help is acceptable.
5. A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by that designated person.
6. That all supervisors evaluate the hazards associated with each activity that could be classified as hazardous for working alone in the following categories:

Hazard Level I - Minimal Hazard

- a. Minimal hazards exist with respect to the activity and the environment,

- b. Working alone is acceptable, even after hours,
- c. Someone, somewhere, should be aware of the individual's whereabouts,

Hazard Level II - Normal Hazard

- a. Some hazards exist with respect to the activity and the environment,
- b. Some restrictions to be placed on activities and work environment,
- c. Applicable contact person to be designated who knows the whereabouts of the individual.

Hazard Level III - Higher-than-Normal Hazard

- a. Higher than normal hazards exist with respect to activity and the environment,
- b. Some activities and work environments are prohibited,
- c. Continual checking on the well-being of employees is required.

7. Time intervals for checking on an employees well-being are as follows:

Minimal Hazards

Checking-in every few hours is recommended.

Normal Hazard

Checking-in on a time-scheduled basis is required.

Higher-than-Normal Hazard

Checking-in on a shorter time-scheduled basis is required. Dependent on the nature of the activity, physical checking on the well-being of employees may also be required.

Standard interval check-in times for the following Village activities are listed below:

Administration (Hazard Level I) – It is recommended that employees check in periodically with either their supervisor (if applicable) or with a member of Public Works on a consistent manner.

Parks Maintenance (Hazard Level I) – It is recommended that employees check in with their supervisor during completion of these activities on a consistent manner that is acceptable to the Public Works Foreman.

General Public Works Maintenance (Hazard Level I) – It is recommended that employees check in with their supervisor during completion of these activities on a consistent manner that is acceptable to the Public Works Foreman.

Garbage Collection (Hazard Level I) – It is recommended that employees check in with their supervisor prior to and during the completion of this activity on a consistent manner that is acceptable to the Public Works Foreman.

Snow Plowing (Hazard Level I) – It is recommended that employees check in with their supervisor and/ or the Village Office prior to and during the completion of this activity on a consistent manner that is acceptable to the Public Works Foreman.

Water Pump House and Reservoirs (Hazard Level II) – It is required that employees check in with their supervisor and/or the Village Office personal prior to and after completion of this activity. Also, depending on the length of time activities take to complete, an employee is required to check in with their

supervisor and/or the Village Office not less than once per hour on the hour.

Sewer Lift Stations (Hazard Level II) – It is required that employees check in with their supervisor and/or the Village Office personal prior to and after completion of this activity. Also, depending on the length of time activities take to complete, an employee is required to check in with their supervisor and/or the Village Office not less than once per hour on the hour.

Sewer Treatment Plant (Hazard Level III) – It is required that employees check in with their supervisor and/or the Village Office personal prior to and after completion of this activity. Also, depending on the length of time activities take to complete, an employee is required to check in with their supervisor and/or the Village Office not less than once per half-hour on the half-hour.

Overtime/Weekend Activities – In the event that a supervisor or Village Office personal cannot be contacted, it is required that employees check in with the Regional District of Kootenay Boundary Regional Fire Services. Check in times will be dependent on the hazard level rating, nature of activity to be completed and time of event.

8. Work involving entry into a confined space must never be conducted alone.
9. Unless hazards of working alone have been specifically addressed, authorization to perform potentially hazardous activities alone shall be given on a case-by-case basis for each activity.
- 10. In the case of an emergency, all employees of the Village are to contact either the Regional District of Kootenay Boundary Regional Fire Services or 911.**
11. The Public Works Foreman shall be responsible for the implementation of this policy.

Initially approved at meeting #07-08 on March 03, 2008

Last reviewed and amended at meeting #06-10 on March 1, 2010

Next scheduled to be reviewed on March 07, 2011