



Town of Vegreville Policy

Policy No.: Policy Title: Approval Date: Revised Date: Department:	OHS-5002 Working Alone March 26, 2018 Community Services
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Applicability:

This policy applies to all employees, contractors and visitors, who are for the Town of Vegreville, performing work or activities alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.



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Policy No.:	OHS-5002-1.0
Policy Title:	Working Alone
Approval Date:	March 26, 2018
Revised Date:	
Department:	Community Services

1.0 Applicable Legislation

- 1.1. Occupational Health & Safety Act, RSA 2000 Chapter O-2.
- 1.2. Occupational Health & Safety Code 2014, Part 28, Section 393 (Working Alone)



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2.0 Definitions:

- 2.1. **Hazard** - Means a situation, condition, or thing that may be dangerous to the safety or health of employees
- 2.2. **Working Alone** –” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency
- 2.3. **Work Site** - Any location where Town of Vegreville business is performed is considered part of the work site, including traditional office and operational environments, field locations, collaborative sites, vehicles, or other off-site work locations.



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Policy No.:	OHS-5002-3.0
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3.0 Policy:

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

The Town of Vegreville will take all reasonably practicable steps to eliminate or reduce the hazards associated with the conditions and circumstances of the employee/contractor's work or the isolation of the work site.

3.1. Policy Statements:

- 3.1.1. Working alone is prohibited where prescribed by legislation or a Town of Vegreville policy, program or procedure.
- 3.1.2. Departments are responsible for developing working alone safety plans and/or procedures as required to safeguard those individuals working alone.
- 3.1.3. Working alone safety plans and/or procedures shall be reviewed by the Senior Management and the Health and Safety Manager as applicable.
- 3.1.4. Supervisors shall be made aware of and approve all working alone situations.
- 3.1.5. Supervisors shall work cooperatively with employees and contractors to identify and assess working alone situations.
- 3.1.6. Supervisors shall put appropriate measures in place to mitigate, minimize or control risks identified with working alone situations.
- 3.1.7. Supervisors shall provide employees and contractors with appropriate training and instruction on the requirements for working alone.



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4.0 End of Policy

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Mayor Tim McPhee

A handwritten signature in blue ink, appearing to read 'Cliff Craig', written over a horizontal line.

Cliff Craig CLGM, Town Manager