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|          | <h2>Town of Vegreville Policy</h2>  |
| <b>Policy No.:</b><br><b>Policy Title:</b><br><b>Approval Date:</b><br><b>Department:</b> | <b>OHS-5002</b><br><b>Working Alone</b><br><b>November 25, 2024</b><br><b>Protective Services</b> |
| <b>Revisions:</b>   | <b>March 26, 2018</b>   |

**Policy Statement:**

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 who must work alone or perform activities in isolation. This policy provides 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.

**1.0 Reason for Policy**

- 1.1 Safety and Risk Management:** Employees working alone may face increased risks, especially in hazardous environments. A policy helps identify these risks and establishes protocols to mitigate them, ensuring a safer workplace.
- 1.2 Emergency Preparedness:** In case of an emergency, such as a medical issue or an accident, having a policy ensures that there are processes in place for check-ins and assistance, reducing response times and potential harm.
- 1.3 Employee Well-being:** A working alone policy emphasizes the Town of Vegreville’s commitment to employee health and safety, fostering a culture of care and support.
- 1.4 Mental Health Considerations:** Isolation can negatively impact mental health. Support mechanisms to check in on employees’ well-being promotes a more positive work environment.

**2.0 Applicability**

- 2.1** 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.

### **3.0 Related Information**

- 3.1.1 Occupational Health & Safety Act, Statutes of Alberta, 2020 Chapter O-2.2
- 3.1.2 Occupational Health & Safety Code, Alta Reg 191/2021, Part 28, Section 393 (Working Alone)

### **4.0 Definitions**

- 4.1.1 **Hazard** means a situation, condition, or thing that may be dangerous to the safety or health of employees
- 4.1.2 **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
- 4.1.3 **Work Site** means 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.

### **Responsibilities**

#### **4.2 Town Council to:**

- 4.2.1 Approve by resolution this policy and any amendments.
- 4.2.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

#### **4.3 Chief Administrative Officer to:**

- 4.3.1 Implement this policy and approve procedures.
- 4.3.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

#### **4.4 Director/Manager of the Department to:**

- 4.4.1 Ensure implementation of this policy and procedure.
- 4.4.2 Ensure that this policy and procedure is reviewed every three years.
- 4.4.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
- 4.4.4 Understand, and adhere to this policy and procedure.
- 4.4.5 Ensure employees are aware of this policy and procedure.

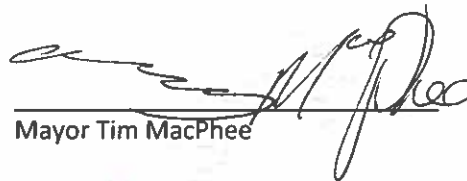
**4.5 All Employees to:**

4.5.1 Understand and adhere to this policy and procedure.

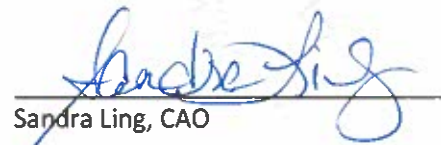
**5.0 Standards**

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

**6.0 End of Policy**



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Mayor Tim MacPhee



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Sandra Ling, CAO