

TOWN OF GRAND COULEE

WORKING ALONE

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i>	<i>Motion No.</i>
July 10, 2018	#10

The Town of Grand Coulee 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 in isolation. This policy has been adopted to provide a consistent approach to this type of work.

Working Alone or in Isolation means to work where assistance would not be readily available to workers in case of an emergency, injury or illness. These “lone” workers have little or no contact with their co-workers or supervisors over the course of their shift.

ROLES AND RESPONSIBILITIES - GENERAL

All employees who, in the course of their shift, will be working alone or in isolation shall inform the Administrator of the location and estimated work time involved.

Employees performing work in a low risk situation 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 non-employees in the area and checking on one another at regular intervals.

Each department (public works and administration) will first utilize a buddy system when it is practicable and during higher risk jobs.

The employees shall communicate by use of the municipal mobile radios.

Daily at 9:00am all employees are required to check in with the municipal office. The office will document on the checklist:

- a) Where each employee is to be.
- b) If employees will be working alone and/or with a buddy.
- c) For what period of time.

For employees that are working alone or scheduled to work alone, the work alone protocol is to

be implemented. If at any other time during the day an employee comes to be working alone, it must be immediately reported to the office for commencement of the work alone protocol.

WORK ALONE PROTOCOL FOR PUBLIC WORKS DEPARTMENT

Public Works employees that are working alone, the following procedure is to be taken after the initial report to the office has been done.

- a) Employees are to communicate with each other at the following intervals during the day: 11:00am, 2:30pm and again at quitting time, advising of their location and status.
- b) If only one member of the public works department is on staff, they must communicate with the office as per above intervals. Working after office hours or on weekends, the employee must contact one of the following at 3 hour intervals: CAO, Mayor, Deputy Mayor and then any other member of Council.

There will be a window of fifteen minutes to receive a report call from the employee. After fifteen minutes, the designate shall start to communicate with the employee. This procedure to be repeated every 5 minutes for a maximum of 15 minutes or until employee responds. If no response is received after the 15 minutes from the employee, the designate will contact the municipal foreman or other designate to go 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.

If the job that the working alone employee is asked to perform is considered to be of higher risk of potential injury to the employee, arrangements for report times may be increased as designated by the CAO. Examples of this may be extreme weather conditions and lagoon maintenance.

WORK ALONE PROTOCOL FOR OFFICE STAFF

Office staff generally work alone. Office staff are to communicate with the Public Works designate at the following intervals during the day: 11:00am, 2:30pm and again at quitting time. There will be a window of fifteen minutes to receive a report call from the employee. After fifteen minutes, the designate shall start to communicate with the employee. This procedure to be repeated every 5 minutes for a maximum of 15 minutes or until employee responds. If no response is received after the 15 minutes from the employee, the designate will go to the office to find the employee.