

University of Prince Edward Island Policy	Policy No. admhrdohs0005	Revision No. 0
Policy Title Working Alone Policy		Page 1 of 9
Creation Date January 24, 2008	Version Date January 24, 2008	
Authority Senior Management Group	Review Date January 24, 2013	
Responsibility Health and Safety Steering Committee		Access C

- 1 Purpose**
 - 1.1 To promote awareness and ensure, as far as reasonably possible, the health and safety of staff, faculty and students who work alone.

- 2 Scope**
 - 2.1 All faculty, staff and students who work alone at the University of Prince Edward Island (UPEI).

- 3 Responsibility**
 - 3.1 Responsibility for this policy rests with the Health and Safety Steering Committee. Responsibility for implementation of this policy lies with Deans, Chairs, Directors, Managers, and supervisors. This includes Faculty who are overseeing students.

- 4 Policy**
 - 4.1 The University of Prince Edward Island recognizes the importance of providing a safe and secure work environment for the University community.

 - 4.2 With regard to the hazards associated with work being conducted on behalf of the University, departments/faculties will ensure that:
 - 4.2.1 Working alone situations are identified and assessed by supervisors, staff, graduate students, and students;
 - 4.2.2 **Appendix A will be used as an UPEI Standard Working Alone Safety Plan across campus.** The supervisor is to complete the bottom of this sheet and post it.
 - 4.2.3 **In addition, supervisors responsible for areas with higher hazards must identify and document the required information on the Site Specific Working Alone Safety Plan located in Appendix B.** Appendix B is not intended to be filled out for office/administrative areas. It is intended to be used in areas where there is a greater risk of injury such as in labs, barns, field work, facilities management activities, etc. Appendix B should also be completed if there is a risk of violence such as when handling money or alcohol, for security or bar staff, etc.
 - 4.2.4 Supervisors provide on-going training and instruction to staff and students who are covered by the *Site Specific Working Alone Safety Plan*.

 - 4.3 **Working Alone:** According to the *PEI Occupational Health and Safety Act: General Regulations (see Appendix D)*: “working alone means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event

of injury, ill health or emergency.”

- 4.4 **Workplace:** A workplace includes a laboratory, office, vehicle, workshop, barn, field site, building mechanical rooms, the teaching hospital or any area owned or operated by the University.
- 4.5 **Supervisor:** For the purposes of this Policy, a supervisor is anyone (VP, Director, Dean, Manager, Chair, Supervisor, Faculty, and Staff, etc.) who instructs, directs, or supervises faculty, staff or students, etc. Supervisors are responsible for the safety of the workers or students under their direction.
- 4.6 Note that this policy and form are generic in order to be implemented campus wide. Specific hazards will need to be identified and assessed within each area.
- 4.7 UPEI is an environment where people commonly work alone. From an office/administrative setting, working alone is not considered an unusual hazard but nonetheless, a safety awareness should be created.
- 4.8 Supervisors and employees can work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high safety risks be assessed so the hazards can be minimized or eliminated.
- 4.9 Supervisor is required, as applicable, to:
 - 4.9.1 Identify workers/students who may be in situations where the potential exists for working alone.
 - 4.9.2 Identify hazards to the worker/student from the nature of the work, isolation, location(s) (may work in multiple labs, buildings, or field sites), and conditions at the work site(s).
 - 4.9.3 Identify necessary actions to eliminate or reduce the hazards and implement these actions.
 - 4.9.4 Eliminate or reduce hazards by:
 - 4.9.4.1 Providing written instructions stating limitations on and/or prohibition of specific activities while working alone.
 - 4.9.4.2 Providing sufficient training and instruction for safe work practices and insuring a minimum standard of competence.
 - 4.9.4.3 Providing applicable personal protective equipment.
 - 4.9.4.4 Developing effective methods of communication for staff/students while working alone. The communication system must be based on the results of the *Site Specific Working Alone Safety Plan* (for example: check in procedures, periodic site visits, telephone communications, an individual doing fieldwork may want to sign out a cell phone from the Procurement Office)
- 4.10 Dean/Chair/Director/Manager/Supervisor shall review and approve the *Site Specific Working Alone Safety Plans* for their respective locations.

- 4.11 Employee/Student:
 - 4.11.1 May participate in the evaluation of the hazards associated with tasks that involve persons working alone and will follow the practices outlined in the *Site Specific Working Alone Safety Plan*, as necessary.
 - 4.11.2 Have the responsibility to take appropriate safety measures, consistent with any physical condition or other impairment that poses risks.
 - 4.11.3 Is responsible for recording each check-in contact (via phone/email/face to face) on the Check-in Log Sheet (Appendix C), as necessary.

- 4.12 Health and Safety Advisor is available to provide advice regarding the need of persons working alone.

- 4.13 Health and Safety Committee Members may be involved with identifying hazards dealing with working alone. Members will also be involved with reviewing *Site Specific Working Alone Plans* and Check-in log sheets during workplace inspections.

- 4.14 The Check-in Log Sheet (may be needed to support the Working Alone Safety Plan)
 - 4.14.1 Communications made by the person responsible for contacting the employee working alone must be recorded on the Check-in Log Sheet by the employee working alone.
 - 4.14.2 The employee and the person responsible for contacting them must be in communication at the end of the employee’s shift and this communication must be recorded by the employee on the log sheet.
 - 4.14.3 The Check-in Log Sheet should be located in a convenient location (e.g. near the phone for phone check-ins).
 - 4.14.4 The *Site Specific Working Alone Safety Plan* can be completed for an individual, or a group if similar hazards are identified. The plan is meant to be completed for a long term basis, but must be reviewed regularly with changes in tasks, equipment, space, new hazards, etc. The plan should be a part of new employee orientation.

- 4.15 Risk Factors to Consider
 - 4.15.1 The supervisor of an area with higher risks will consider the following risk factors when completing the Site Specific Working Alone Safety Plan:
 - 4.15.1.1 degree of risk
 - 4.15.1.2 tasks and associated hazards involved in the work to be performed (for example: physical hazards, equipment or tools used, security, personal attacks);
 - 4.15.1.3 consequences resulting from a “worst case” scenario;
 - 4.15.1.4 likelihood for others to be in the area;
 - 4.15.1.5 possibility that an incident could prevent the employee/student from calling for help;
 - 4.15.1.6 methods and frequency of regular communication and emergency assistance;
 - 4.15.1.7 confirmation where and when working alone is permitted;

- 4.15.1.8 worker's/student's training and experience;
- 4.15.1.9 worker's/student's physical disabilities or medical conditions;
- 4.15.1.10 effects of implementing appropriate safeguards;
- 4.15.1.11 location of safety resources such as MSDS, first aid kits, fire extinguishers, fire pull alarm stations, eye wash stations, chemical spill clean up kits, telephones;
- 4.15.1.12 any other factors which the supervisor believes to be hazardous.

4.15.2 There are certain operations that, due to the risk, cannot be performed alone. Schedule potentially hazardous work for times when supervisors and appropriate help will be available. Provide adequate staffing (for example: buddy system) for hazardous tasks performed off-hours or in remote locations.

4.15.3 Working alone is prohibited when the work involves the following:

- 4.15.3.1 confined space entry
- 4.15.3.2 working with high voltage electrical systems working in trenches
- 4.15.3.3 working from a ladder
- 4.15.3.4 using fall arrest equipment and scaffolding
- 4.15.3.5 machine and power tools that could cause critical injury (lathes, chain saws, etc.)
- 4.15.3.6 quick-acting acutely toxic materials as described by the Material Safety Data Sheets (MSDS). Example: inorganic cyanides, fumigants, etc.
- 4.15.3.7 use of supplied air respiratory equipment or self-contained breathing apparatus
- 4.15.3.8 risk of drowning
- 4.15.3.9 use of large equipment near a live power line
- 4.15.3.10 use of a vehicle or equipment where the operator does not have full view of the intended path of travel
- 4.15.3.11 welding operations where a fire watcher is required
- 4.15.3.12 restraining or handling animals capable of causing critical injury or life threatening diseases
- 4.15.3.13 **tasks which, based on the *Site Specific Working Alone Safety Plan*, are deemed to require more than one person.**

5 Review

- 5.1 Initially review the policy after two years, then review every five years or earlier if necessary by the UPEI Health and Safety Steering Committee.

6 Reference

- 6.1 Prince Edward Island *Occupational Health and Safety Act: General Regulations*, Part 53, Working Alone, Chapter O-1, May 1, 2006, p.108-109.

Policy Title: Working Alone Policy	Document Number: admhrdohs0005 <i>Page 5 of 9</i>
---	---

7 APPENDIX A.

UPEI Standard Working Alone Safety Plan	
☞ <u>Emergency phone number:</u> 9-911 (UPEI phone) 911 (cellular or pay phone)	
☞ <u>UPEI Security emergency phone number/ Safe Walk:</u> Extension 0384 (UPEI phone, payphone) 566-0384 (cellular phone)	
CLASS	
C = Communication	<u>Communicate</u> to others left in your work area if you are one of the last people leaving.
L = Lock	<u>Lock</u> the door behind you, when possible.
A = Access to phone	Have <u>Access</u> to a phone in the case of an emergency.
S = Security	Contact UPEI <u>Security</u> if you feel unsafe. Arrangements may be made with UPEI Security for a site visit as per the Campus Alone Program. www.upei.ca/~phyplant
S = Safety	Determine if the hazards in your area require the implementation of additional <u>Safety</u> measures. See Appendix "B" for a blank site specific Working Alone Safety Plan.

Building & Room Number(s): _____

The identified area is determined to be a low hazard area therefore does not require the *Site Specific Working Alone Safety Plan* (Appendix B) to be completed.

Supervisor (print and sign): _____ Date: _____

Copy to: Area Leader

Policy Title: Working Alone Policy	Document Number: admhrdohs0005 <i>Page 6 of 9</i>
---	---

8. APPENDIX B.

Site Specific Working Alone Safety Plan	
Emergency phone number: 9-911 (UPEI phone)/ 911 (cellular or pay phone)	
UPEI Security emergency phone number/ Safe Walk: Extension 0384 (UPEI phone, payphone) 566-0384 (cellular phone)	
UPEI Workplace: Department/work unit: _____ Building, room #: _____ Phone: _____	Supervisor: Name: _____ Building, room #: _____ Phone (after hours): _____
Nature of business within area:	
Person, group or work area (list names):	
Acceptable locations for working alone:	
Defined hours and days of week acceptable for working alone (note that department/area wide restrictions may be implemented):	
Method(s) of regular communication:	<input type="checkbox"/> Phone <input type="checkbox"/> Face to face
Frequency of communication:	Every 2 hours or _____ *Check-in response will be logged in the Check-in log sheets by the employee on site.
Person(s) responsible for checking in on employee(s) and phone number(s): (should be supervisor/coworker)	Name: _____ Phone: _____ Alternate: _____ Phone: _____
If the employee encounters an unsafe situation, the employee is to immediately contact the designated person (see above) for job related instruction or call security or 9-911 as necessary.	

Policy Title: Working Alone Policy	Document Number: admhrdohs0005 <i>Page 7 of 9</i>
---	---

<p>If the employee cannot be reached and does not respond within ____ minutes, face to face contact will be made by:</p> <p><input type="checkbox"/> Supervisor, name: _____</p> <p><input type="checkbox"/> Co-worker, name: _____</p> <p><input type="checkbox"/> Security</p> <p>The person responding for the face to face contact will immediately inform the person responsible for checking in with the employee of the reason for the delay or any incidents. Responsible person will call supervisor in the event of an incident.</p>	
Provisions for an emergency rescue (how & by whom):	
Personal protective equipment that may be needed:	
Hazards identified within the work area that are specific to working alone:	Hazard Control(s)/ Level of Risk (L=low/M=medium/H=high)

In addition to Section 4.7.2 of this policy, identify other activities which are prohibited when working alone: _____

The above information is complete and understood.

The supervisor must ensure the employee(s) is properly trained and comfortable with all duties carried out while working alone.

These procedures will be reviewed at orientation and at least annually.

Any changes in names and numbers will be made immediately.

10. APPENDIX D.

**Working Alone
Occupational Health and Safety Regulation Part 53**

53.1 In this Part, “working alone” means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

53.2 (1) Where a worker is working alone, the employer shall develop and implement written procedures to ensure, as far as is reasonably practicable, the health and safety of the worker from risks arising out of, or in connection with, the work assigned.

53.2 (2) Written procedures developed under subsection (1) shall include the following information:

- (a) the name, address, location and telephone number of the workplace;*
 - (b) the name, address, location and telephone number of the employer;*
 - (c) the nature of the business conducted at the workplace;*
 - (d) identification of the possible risks to each worker working alone that arise from or in connection with the work assigned;*
 - (e) the steps to be followed to minimize the risks identified in clause (d);*
 - (f) details of the means by which a worker who is working alone can secure, and the employer can provide, assistance in the event of injury or other circumstances that may endanger the health or safety of the worker.*
- (3) The steps referred to in clause (2)(e) shall*
- (a) specify the time intervals for checking on the worker;*
 - (b) specify the person responsible for contacting the worker and recording the results of the contact;*
 - (c) outline the process to be followed if the worker cannot be contacted, including provisions for an emergency rescue; and*
 - (d) provide for checking with the worker at the end of the worker’s shift.*

53.3 The employer and the worker who is working alone shall comply with the procedures developed under section 53.2.

53.4 The employer shall implement a training program in respect of the procedures established under Section 53.2 for each worker who is working alone and for each supervisor who is responsible for a worker working alone

53.5 The employer shall ensure that a copy of the procedures established under Section 53.2 is available to an officer on request.

Reference:

Prince Edward Island Occupational Health and Safety Act: General Regulations, Part 53, Working Alone, Chapter O-1, May 1, 2006, p.108-109.