

	Safety Programs	
	WORKING ALONE	
	DEVELOPMENT DATE: September 28, 2016	REVISION DATE:

1.0 INTRODUCTION

CITY OF REGINA 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 procedure has been adopted to provide a consistent approach to this type of work.

For the purposes of this procedure, "to work 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 (which includes after hours work in an office area).

1.1 This Procedure Shall:

- Provide a general description of procedures for establishing the safety of employees that must perform work alone;
- Establish the hazard assessment procedures for Alone Work;
- Provide the Check-In Procedure;
- Determine the procedures for employees that must travel alone;
- Discuss the procedures for employees that perform hazardous work alone.

2.0 WORKING ALONE SAFELY

Whenever a worker is required to work alone, CITY OF REGINA shall:

- First conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the work;
- Implement safety measures to reduce risk to workers from the identified hazards;
- Ensure workers have an effective means of communication between the worker and persons capable of responding to the worker's needs in case of an emergency or if a worker is injured or ill;
- Regularly contact the worker at intervals appropriate to the nature of the hazard associated with the worker's work.

To ensure the ongoing safety of our employee's, CITY OF REGINA shall:

- Take all reasonable steps to eliminate any hazard(s) identified;
- Take all reasonable steps to control any hazard(s) that cannot be reasonably eliminated;
- Communicate the findings of the hazard assessment in writing to all affected employees;
- Provide employee training and education to limit the dangers of working alone;
- Investigate all incidents and take all reasonable steps to prevent a re-occurrence;
- Report all situations, incidents or near misses where being alone increased the level of inherent danger to the situation, and make appropriate reasonable changes.
- Avoid scheduling Alone Work whenever possible, especially where a distinct level of risk is recognized;
- Schedule higher risk work to be done during regular business hours, or when another worker capable of helping in an emergency is present.

3.0 FIELD LEVEL HAZARD ASSESSMENT

CITY OF REGINA will perform a thorough field level hazard assessment for any locations / situations where our employees may be required to work alone. The field level hazard assessment will investigate the following issues, and identify practicable solutions to ensure the safety of our employees.

3.1 Length of Time the Employee Will be required to Work Alone

- Determine the length of time the worker will be required to work alone, and establish reasonable limitations for the duration of this type of work.
- Determine whether or not it is reasonable / safe for the employee to work alone, given the situation / location required.
- Examine the length of time the worker will be required to perform the necessary task.
- Determine the legalities of the type of work performed alone, e.g. restrictions on working in a confined space, or performing lock-out operations.
- Identify the time of day the worker will be required to work alone.

3.2 Communication

- Determine the methods of communication that are available.
- Determine the most appropriate form of communication.
- Ensure that all emergency communication systems are in proper working order.

3.3 Means of Electronic Communication

Urban/Rural Settings

Call-in systems: these systems are available from security service providers and only require access to a phone. Workers call into the system at scheduled intervals during their shift and enter a code to confirm their safety. In the event that a worker fails to phone in by his or her scheduled interval, the service provider follows a predetermined protocol to make contact with the worker. If the worker cannot be contacted, emergency assistance is dispatched.

Externally monitored panic alarm devices: numerous security service providers offer panic alarm devices for use in their service area which workers can carry with them, eliminating the need for access to a phone. As in the case with call-in systems, panic alarm devices can be programmed to require a worker to confirm his or her safety at scheduled intervals.

Some devices also offer a "person down" feature which notifies the security provider when a worker does not move for a given period of time, as well as a panic button which notifies the security provider of an emergency. In the event that the "person down" or panic alarm feature is activated, or a worker fails to confirm his or her safety at a scheduled interval, the service provider attempts to contact the worker before emergency assistance is dispatched. These devices are designed to be carried on the worker at all times and can be worn around the worker's neck or on his or her belt. It is the employer's responsibility to ensure that the workers consistently wear the device when assigned to work alone.

Internally monitored panic alarm device: panic alarm devices can also be purchased with a monitoring station that is operated by the employer, rather than an external security service provider. The employer's monitoring station can be linked to a number of different panic alarm devices and will emit an audible signal in the event that a worker fails to confirm his or her safety or the "person down" or panic button features are activated.

4.0 REMOTE LOCATIONS

Wireless satellite hand-held alerting and tracking devices: several systems are available and provide capabilities such as alerts, simple messaging and position reporting through the use of GPS (Global Positioning System) technology. Systems are available that can provide coverage in most outdoor situations. Because of potential operational limitations based on the terrain in which the systems will be used, any system being considered for use should be tested for reliability in the type of setting that it will eventually be used.

Satellite phones: these can also be effective in remote areas and offer the advantage of permitting extended two-way voice communication. Satellite phones should be evaluated for reliability in the areas they are intended to be used.

Radio transmitters: in some circumstances i.e. where there is a relatively permanent base worksite with power generation capability, it may be feasible to use a local radio transmitter that provides surface-to-surface two-way radio contact. In some areas repeaters can be accessed for a wider coverage area.

4.1 Location of Work

- Examine the location of the workplace / job site to establish whether or not it is remote or isolated.
- Establish any physical or elemental hazards associated with the location.
- Examine the security features of the workplace (e.g. security cameras, alarms, etc.) to ensure the safety and well-being of the worker.
- Where possible, ensure the employee is in a position of high-visibility.
- Ensure that all windows are clear to provide maximum visibility.
- Determine the accessibility of the workplace to any potentially necessary emergency services.
- Determine any necessary transportation requirements to ensure the worker safely arrives at the workplace / job site (where appropriate).
- Examine the vehicle (as appropriate) to ensure that it is in good working condition (e.g. maintenance up-to-date, adequate levels of fuel, etc.) has proper levels of insurance, is equipped with emergency supplies (e.g. spare tire with tools, first-aid kit, etc.), a method of communication (e.g. cellular phone, GPS, etc.), and available road-side assistance.

4.2 Type of Work

- Establish the appropriate levels of training and education necessary to safely perform the work.
- Ensure that any CITY OF REGINA employee assigned to perform the work alone has received the appropriate levels of training and education.
- Determine the appropriate forms of personal protective equipment required, and ensure that they are readily available, in good working order, and the worker has been properly trained in their use.
- Determine any required machinery, tools or equipment that will be necessary to perform the work.
- Determine the level of risk associated, to determine whether or not it is safe to allow a worker to perform the work alone.
- Establish any potential factors of fatigue that may affect the safety of the worker, and their quality of work.

- Determine whether or not the worker will be required to work with money or other valuables, and any safeguards required.

4.3 Identify the Abilities of the Employee Performing Work Alone

- Ensure that the employee has received the appropriate levels of training and education required to perform the work alone.
- Establish the employee's level of personal health to minimize potential health hazards associated with working alone (e.g. pre-existing medical condition that may increase their risk of becoming ill or injured while alone).

5.0 CHECK-IN PROCEDURE

To ensure the safety of employees that must work alone, CITY OF REGINA employs the following Check-In Procedure:

- Management employees will be responsible for the preparation of a daily work plan to establish the location of the employee that is working alone, and the duration of time they will be required to work alone;
- Management employees will ensure that a communication device for the employee to check-in with is readily available, and in a convenient location;
- Define the appropriate intervals of time for the employee working alone to check-in;
- Any CITY OF REGINA employee that must work alone shall check-in either visually or using an approved communication device at regular intervals, as established in the daily work plan;
- Ensure that the schedule of visual or communication-based check-in is adhered to with a written log for documentation purposes;
- Identify an employee to act as the main point of contact for the employee working alone, as well as a backup;
- Establish a code word for use when the employee requires emergency assistance;
- Develop an emergency action plan to be followed in the event that the employee working alone does not check-in on schedule.

6.0 TRAVEL ALONE

CITY OF REGINA will provide safety mechanisms for employees who are required to travel alone in the following manner:

- CITY OF REGINA employees who are required to travel alone shall utilize the Check-In Procedures to ensure their ongoing communication with CITY OF REGINA.
- Communication devices (e.g. cellular telephone, GPS, two-way radio, etc.) will be provided to ensure that the employee is capable of checking-in at appropriate intervals.
- A travel plan will be created for each instance of employee travel that provides details pertaining to the proposed destination, estimated time of arrival, return time or date, contact information, mode of travel, and alternate plans in the event of bad weather, traffic problems, etc.
- Training and education will be provided to ensure that employees travelling alone are capable of evaluating and avoiding potential risks / hazards.
- Vehicle will be examined (as appropriate) to ensure that it is in good working condition (e.g. maintenance up-to-date, adequate levels of fuel, etc.), has proper levels of insurance, is

equipped with emergency supplies (e.g. spare tire with tools, first-aid kit, etc.), a method of communication (e.g. cellular phone, GPS, etc.), and has available road-side assistance.

7.0 HAZARDOUS WORK

- Wherever reasonably practicable, CITY OF REGINA will avoid requiring employees from having to perform hazardous work alone, and will schedule this type of work to be completed during normal work hours, in the presence of other workers.
- Where it is necessary to perform hazardous work alone, workers will be required to utilize the Check-In Procedure, and communication devices (e.g. cellular telephone, GPS, two-way radio, etc.) will be provided to ensure that the employee is capable of checking-in at appropriate intervals.
- Training and education will be provided to ensure that the worker is knowledgeable in the proper safe work practices, use of personal protective equipment, use of all required machinery and tools, as well as hazard identification and hazard avoidance.
- Personal protective equipment, required tools / machinery and first-aid supplies will be supplied.

**Safe Work Procedure
Working Alone or in Isolation**

RESPONSIBLE SUPERVISOR / LEAD HAND: _____ Phone: _____

Worker's Name(S) and Position Classification:

Work Description: _

Hours of work/shift:

1. Document actions taken to eliminate or reduce the hazards identified in the risk assessment.

Hazards

Actions

2. Communication System Requirements : (describe)

☐ Telephone communication

☐ Phone or cellular phone

☐ Other means that provides effective communication

☐ Regular security patrol?

☐ Regular visit by co-workers?

☐ Other: Specify

☐ Maintaining regular contact with the person working alone or in isolation

3. Identify any Prohibited Activities

4. Identify Training And Instruction Required

- | | |
|--|---|
| <input type="checkbox"/> WHMIS | <input type="checkbox"/> Emergency Procedures |
| <input type="checkbox"/> TDG | <input type="checkbox"/> Supervision and Safety |
| <input type="checkbox"/> Respiratory Protection | <input type="checkbox"/> Ladder safety |
| <input type="checkbox"/> Infection Control (e.g. hantavirus, bird feces) | <input type="checkbox"/> Safety Orientation |
| <input type="checkbox"/> First aid & CPR | <input type="checkbox"/> SWP & JHA in regards to work |
| <input type="checkbox"/> Fire extinguisher training | <input type="checkbox"/> Other (describe) |

5. Emergency and survival supplies required for traveling/working under extreme conditions?

6. First Aid supplies/requirements?

Signature Of Responsible Supervisor/Lead Hand

Date

Signature Of The Worker(s)

Date

Signature Of The Worker(s)

Date

Signature Of The Worker(s)

Date



Traveling Distances More Than 50 Kms. Working Alone or in Isolation

1. Employees of City of Regina that are traveling over 50 kms. one way within the scope of their work must sign themselves out as leaving their point of origin and contact their designate upon arriving at their destination.
2. The designate will complete the appropriate line of which he/she has been assigned for that trip.

IF ESTIMATED TIME OF ARRIVAL (E.T.A.) IS OVER 2 HOURS

DRIVER: Through the use of cellular phones, contact the designate at least every two (2) hours.

DESIGNATE: After two hours and fifteen minutes with no contact from the vehicle operator, the designate should attempt to contact the vehicle operator. If communication cannot be established, wait ½ hour and try again, operator may be out of vehicle. If communication still cannot be established contact the location operator was going to (if multiple locations: contact the last location operator was going to or from). If still no contact, phone 9-1-1 and initiate search.

DATE MM/DD/YY	NAME	POINT OF ORIGIN	DESTINATION	PLANNED ROUTE	DEPARTURE TIME	E.T.A.	CHECK-IN	ARRIVAL TIME	DESIGNATE SIGNATURE
------------------	------	--------------------	-------------	------------------	-------------------	--------	----------	-----------------	------------------------

****NOTE***** Ensure that you have the appropriate Emergency and Survival Supplies required for traveling under extreme conditions.

THIS FORM IS INTENDED TO STAY IN THE RECEPTION OF CITY OF REGINA

City Council

November 2024

Contents

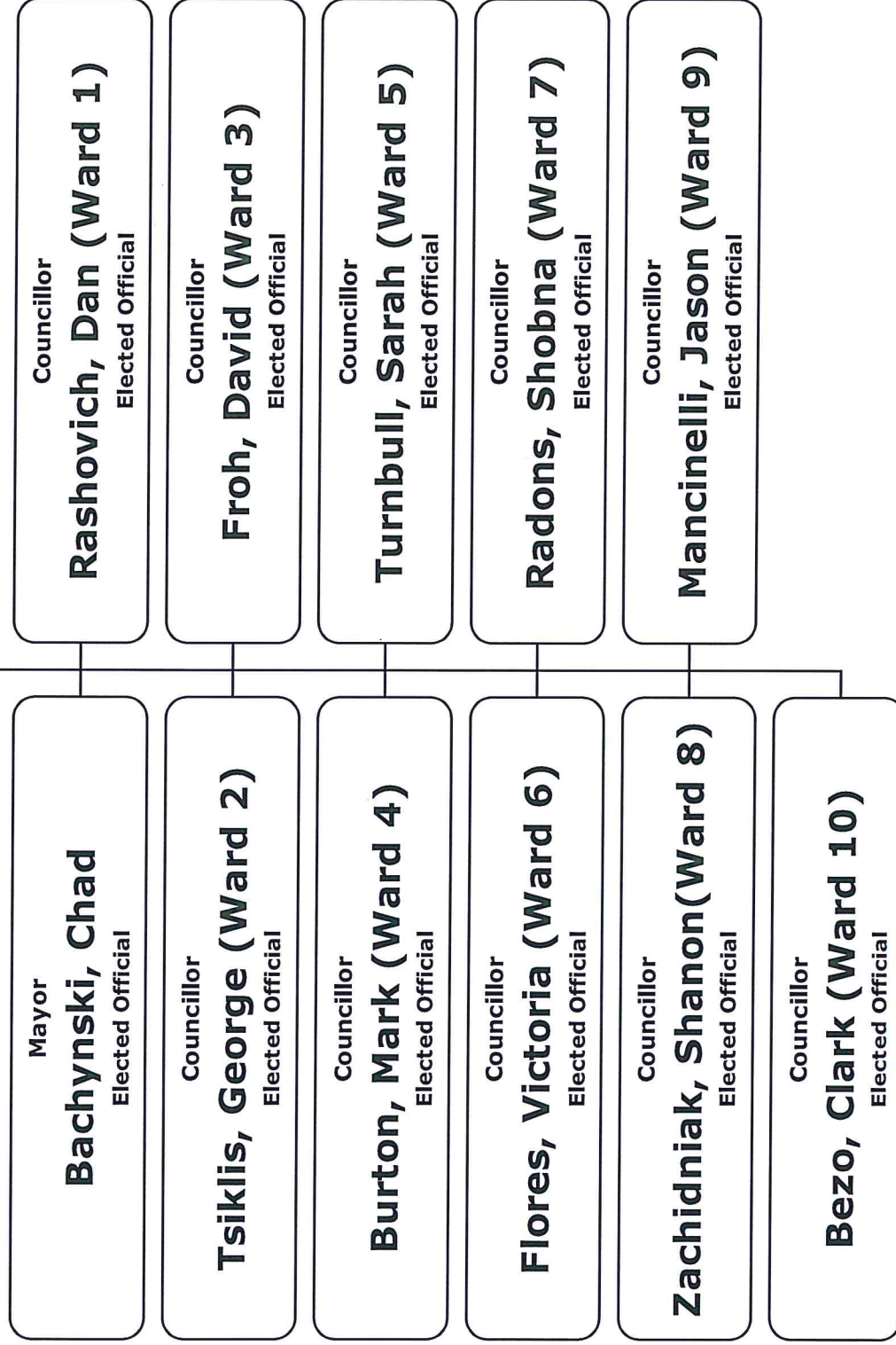
City Council November 2024.....

Contents.....

Sub-chart 1.....

Index.....

City Council



**Please note: Chart published as of November 2024 contact
HRIM@regina.ca to resolve discrepancies.

Index

Bachynski, Chad.....	3	Mancinelli, Jason (Ward 9).....
Bezo, Clark (Ward 10).....	3	Radons, Shobna (Ward 7).....
Burton, Mark (Ward 4).....	3	Rashovich, Dan (Ward 1).....
City Council.....	3	Tsiklis, George (Ward 2).....
Flores, Victoria (Ward 6).....	3	Turnbull, Sarah (Ward 5).....
Froh, David (Ward 3).....	3	Zachidniak, Shanon(Ward 8).....