

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
OCCUPATIONAL HEALTH AND SAFETY PROCEDURES – WORKING ALONE	OPR D-24.2	APPROVED: JANUARY 19, 2017 REVIEWED:

PURPOSE

To provide for measures to protect the health and safety of, and minimize risk to, any worker that works alone or at an isolated place of employment as defined in *The Occupational Health and Safety Regulations, 1996 (Section 35)*. Strict adherence to this policy will help to meet health and safety legal requirements and demonstrate due diligence in work alone situations.

POLICY

Parkland College is committed to providing a safe and healthy environment for all members of the College community. This policy extends to all College related business where an employee may work alone or in isolation.

DEFINITIONS

"**normal working hours**" means the hours of Parkland College when there are typically people available to help in the case of an incident, normally between 8:00 a.m. and 4:30 p.m. However, some campus or work locations have different normal working hours.

"**supervisor**" means a person authorized by an employer to oversee or direct the work, including coordinators, directors and any other persons in position of authority.

"**worker**" means any person who is engaged in an occupation in the service of Parkland College.

"**working alone or at an isolated place of employment**" according to *The Occupational Health and Safety Regulations, 1996* means "to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency."

"**worksite**" means any College campus building, site, workshop, structure, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers, are engaged in work or have worked in the service of Parkland College.

RESPONSIBILITIES

This policy imposes responsibility on supervisors and workers to identify the risks arising from the conditions and circumstances of the worker working alone or the isolation of the place of employment.

1. Supervisors should review all worksites under their jurisdiction and identify situations where workers may be required to work alone or in isolation, as well as those situations

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where workers may *request* to work alone or in isolation. Situations may include travelling for college business.

2. Identify any risks arising from the conditions and circumstances of the worker working alone or the isolation of the place of employment.
3. Identify and take any necessary steps to eliminate or reduce identified risks which must include;
 - (i) The establishment of an effective communication system that consists of:
 - Radio communication;
 - A phone or cellular phone; or
 - Any other means that provides effective communication commensurate with the risk involved such as personal alarm devices;
 - (ii) Providing sufficient training and instruction for safe work practices and ensuring minimum standards of competence appropriate to the situation and to repeat such training and instruction to each worker at prudent intervals;
 - (iii) Requiring that all legally mandated personal protective equipment (PPE) be worn by the worker;
 - (iv) Where applicable:
 - Maintain regular contact with the person working alone; and
 - Provide emergency and survival supplies for working under extreme conditions, if applicable.
4. Workers must identify to their Supervisor of any potential situations where they will work alone or in isolation and comply with this policy and with all applicable working alone procedures that have been developed pursuant to this policy.