

Introduction

We require employees to check-in when they are working in a remote location and/or when the employee might not be able to secure assistance in the event of an injury.

These procedures are in addition to WCB's regulations and regular safe working procedures.

Training Briefing Overview

- What is Working Alone?
- Responsibilities
- Overview of Plan
- Check-In Intervals

What is Working Alone?

Definition

The working alone legislation indicates that a person is working alone when they are by themselves and assistance is not readily available.

Rules to Follow

- Contact with the designated check person is essential.
- Higher hazard jobs dictate more frequent cell phone checks or in very high hazards a continuous partner.

Responsibilities

In order for the working alone system to work, everybody needs to know and fulfill their responsibilities.

Employees

- Know and understand your responsibilities when working alone, working in isolation, or when performing high hazard work.
- Follow the established working alone procedures.

Supervisory Staff

- Teach working alone procedures to all affected employees.
- Enforce the use of working alone procedures.

Managers

- Ensure that all affected employees receive Working Alone Training and maintain accurate training records.

Overview of Plan

A plan must be developed prior to working alone. The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the worker assigned to work alone or in isolation.

- 1) If you are going to be working alone, notify your established contact, such as: working alone check-in buddy, camp, or office.
- 2) Establish your travel or work plans and your next check-in time with your contact. State:
 - Where you are going.
 - When you will be back.
 - When you will be checking in.
- 3) Take a cell or satellite phone with you if your work takes you off-site. Ensure adequate coverage for communication.
- 4) Check in with your contact at the established times.
- 5) The designated contact person must record the check in results.
- 6) Contacts must be able to investigate any delayed calls from people working alone by:
 - Calling the person working alone.
 - Calling their Supervisor or Project Manager.
 - Calling their spouse or partner.
 - Calling the police.
- 7) In addition to the checks performed at the established check in intervals, a check at the end of the work shift must be done.

Missed Check-In Response

If the designated person does not receive a check call at the scheduled time, they must:

- Attempt to reach the employee by cell phone.
- If no contact is made, the Supervisor or other nearby personnel must be dispatched immediately to investigate.

Out of Cell Phone Contact

If the lone worker has a need to be out of cell phone contact for any length of time they must notify their check-in person as to when they will be back in contact.