

## 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.