
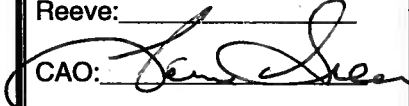


Rural Municipality of Daly		POLICY NO: 10
POLICY AND PROCEDURE MANUAL		
REFERENCE Employees	ADOPTED BY: Resolution #12-159	
	Date: December 11, 2012	
TITLE: : Work Alone Policy		Reeve: _____ CAO: 

The **RURAL MUNICIPALITY OF DALY** is committed to providing a safe and healthy environment for all its employees. This policy extends to ensuring risk is minimized when employees are working alone. Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury, health impairment or victimization through criminal violence or other adverse conditions. Employees and supervisors are required to make every effort to assess hazards, to take steps to avoid unnecessary risk, and to make available methods by which misfortune can be managed to minimize damage or injury.

Working Alone is defined as working at a worksite as the only employee of the employer at that worksite at any time, and, when the employee is not directly supervised by the employer or another person designated as a supervisor by the employer, at any time.

Working in Isolation is defined as working in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

Roles and Responsibilities – General

All employees who, in the course of their working day, will be working alone or in isolation shall inform their supervisor of the location and estimated work time involved.

Employees performing work in a low risk situation are expected to use good judgement, to be aware of their surroundings and potential hazards and to take precautions to ensure the safety of themselves and other occupants of the facility. Employees are expected to keep emergency phone numbers accessible, and to take precautions when working alone, such as being aware of other employees and non-employees in the area and checking on one another at regular intervals.

Each department (public works and administration), will first utilize a buddy system when it is practicable and during higher risk jobs.

The employees shall communicate by use of the municipal mobile radios, telephone, or cellular phone.

Daily at 9:00 am all employees are required to check in with the municipal office. The office will document on the checklist:

1. Where each employee is or to be.
2. If employees will be working alone and/or with a buddy.
3. For what period of time.

For employees that are working alone or scheduled to work alone, the work alone protocol is to be implemented. If at any other time during the day an employee comes to be working alone, it must be immediately reported to the office for commencement of the work alone protocol.

Work Alone Protocol for Public Works Department

Public Works employees that are working alone, the following procedure is to be taken after the initial report to the office has been done.

1. Employees to communicate with each other at the following intervals during the day: 11:30 am, 2:30 pm and again at quitting time, advising of their location and status.
2. If only one member of the public works department is on staff, they must communicate with the office as per the above intervals. Working after office hours or on weekends, the employee must contact one of the following at 3 hour intervals: CAO, Reeve, Deputy Reeve, and then any other member of Council.

There will be a window of fifteen minutes to receive a report call from the employee. After fifteen minutes, the designate shall start to communicate with the employee. This procedure to be repeated every five minutes for a maximum of 15 minutes or until employee responds. If no response is received after the 15 minutes from the employee, the designate will contact the municipal foreman or other designate to go to last location that was reported by the employee to find him/her. Open communication to be made with designate and rescuer until employee is found. Emergency protocol must be implemented if employee is reported to be in danger or injured.

If the job that the working alone employee is asked to perform is considered to be of higher risk of potential injury to the employee, arrangements for report times may be increased as designated by the employee's supervisor. Examples of this may be extreme weather conditions and blowing beaver damns.

Work Alone Protocol for Office Staff

Office employees generally work in a buddy system environment 90% of the time. There is times when office staff are working alone, such as during co-worker holidays, sick time, etc. When office staff are alone contact must be made with the Town of Rivers to advise of working alone and for what expected period of time.