



Village of Hay Lakes

Subject: Working Alone Policy

Approval Date: October 17, 2022

Resolution Number: 181-2022

Review Date: October 1, 2026

Total Pages: 5

Policy and Procedures *Policy #02/2022 – Working Alone Policy*

1. Purpose:

- 1.1. The purpose of this policy is to provide guidance for working alone or in remote areas. The Village of Hay Lakes is committed to providing a safe work environment for their employees. In doing so, Hay Lakes will take all reasonable and practical measures to eliminate or minimize injury and/or incident risks associated with the nature of the work performed when employees work alone.

2. Objective:

- 2.1. The purpose of this policy is to protect workers from probable risk of injury from health and safety hazards because of working alone.

3. Definitions:

- 3.1. Council means the duly elected Council of the Village of Hay Lakes.
- 3.2. Hazard is a situation, condition or thing that may be dangerous to the safety or health of workers.
- 3.3. Hazard Assessment is the process of identifying the hazards associated with a **defined task**, prescribing personal protective equipment and other relevant protection measures which must be employed to reduce the risk from hazards.
- 3.4. Municipality refers to the Village of Hay Lakes.
- 3.5. Workers are those persons:
 - a. who performs work or supplies services for monetary compensation and includes all full-time and part-time employees, casual workers, individual contractors and employees or staff of any contractor or service provider carrying out business for the Municipality;
 - b. a secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled;
 - c. a person who performs work or supplies services for no monetary compensation under a program approved by college or applied arts technology, university, or any post-secondary institution; and
 - d. a person who performs work or supplies services for no monetary compensation under the direction of a volunteer committee sanctioned by Council.



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- 3.6. Working Alone means that to work alone at anytime during a shift where assistance is not readily available when needed in the normal course of duties or in the event of an injury, illness, or emergency.
- 3.7. Work area is the work site where a worker is, or may be, during work or a work break.

4. Rights and Duties:

4.1. Worker's Rights:

- a. to conduct a hazard assessment for any work area they will be working in;
- b. to report a concern with any hazards within their work area which might have been overlooked during a hazard assessment; and
- c. to refuse work if the worker has a reason to believe that the work area is unsafe.

4.2. Worker's Duties:

- a. Workers have a duty to take reasonable care to protect the health and safety of him/her or themselves and of other workers present while he/she or they is working;
- b. Workers have a duty to cooperate with his/her or their employer for the purposes of protecting the health and safety of:
 - i. himself/herself or themselves;
 - ii. other workers engaged in the work of the employer; and
 - iii. other workers not engaged in the work of the employer but present at the work area at which that work is being carried out.

4.3. Employer's Duties:

- a. The Municipality has a duty to ensure the health and safety of:
 - i. all workers engaged in the work of the municipality; and
 - ii. all workers not engaged in the work of the municipality but are present at the work area at which the work is being carried out.
- b. The municipality has a duty to ensure that all workers engaged in the work of the employer are aware of their responsibilities and duties under the *Occupational Health and Safety Act* regulations and the adopted code.
- c. The Municipality has a duty to ensure that no worker is permitted to work alone while performing a high-risk activity, such as:
 - i. working at heights which would require fall restraint equipment; or
 - ii. working within a confined space; or
 - iii. working in or around an open excavation; or
 - iv. working with hazardous materials; or



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- v. other activity deemed to require two (2) or more individuals to complete the task safely.
- d. The Municipality has a duty to provide an effective communications system for any worker working alone:
 - i. an effective communications system must include regular contact by the employer or a designate at intervals appropriate to the nature of the hazard associated with workers' tasks.
 - ii. Effective communications should consist of at least one of the following:
 - radio communications; or
 - landline or cellular telephone communication; or
 - some other effective means of electronic communication; or
 - regular visits from the employer or designate to the worker; or
 - regular contact from the worker to the employer or designate.
 - iii. Contact with any worker working alone must be made at least once every two (2) hours that the worker is alone, and this contact must be recorded in such a way that all employees are aware of the last contact time for the affected worker.
 - iv. If a worker working alone does not reply to a contact attempt after the second try, the workers' supervisor or designate will immediately travel to the work area to ensure the safety of the worker.

5. Hazard Assessments:

- 5.1. A hazard assessment must be conducted to assess a work area and to identify existing and potential hazards before work begins at the work area and prior to construction of a new work area.
- 5.2. A report showing the results of the hazard assessment must be prepared and must include:
 - a. the date the assessment was prepared or amended;
 - b. identification of all hazards; and
 - c. indemnification of methods to control or mitigate the hazards.
- 5.3. A hazard assessment must be repeated:
 - a. at intervals sufficient to prevent the development of unsafe and unhealthy working conditions; or
 - b. when a new work process is introduced; or
 - c. when a work process of operation changes; or



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- d. before significant additions or alterations have been undertaken to a work area.
- 5.4. A prime contractor must ensure that any employer undertaking work is made aware of any existing or potential work site hazards that may affect the employer's workers.
- 5.5. The Municipality must ensure that all affected workers are involved in developing the hazard assessment as well as the methods of controlling or mitigating the hazards identified.
- 5.6. The Municipality must ensure that all affected workers are made aware of the findings of the hazard assessment and the methods of controlling or mitigating the known hazards.

6. References:

- 6.1. Alberta *Occupational Health and Safety Act*, Chapter O-2.2; and
- 6.2. Alberta Occupational Health and Safety Code 2021, Part 28, Sections 393 & 394.

7. Persons affected: include all duly elected Village Council members and all Municipal Departments.

8. Schedule for Review of Policy:

- 8.1. This policy will be reviewed every four (4) years, unless an earlier review date is triggered by Council or legislation:
 - 8.1.1. This Policy was implemented on: October 17, 2022;
 - 8.1.2. Approved by Council Resolution: RES 181-2022; and
 - 8.1.3. This policy must be reviewed by Council and CAO: October 1, 2026.

8. Appendices: Schedule 'A' Formal Hazard Assessment and Control.



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Schedule 'A'

Formal Hazard Assessment and Control (attached)

FORMAL HAZARD ASSESSMENT AND CONTROL

Job/Position/Work Type: _____			Date of Assessment: _____
Assessment Performed By (Names): _____			Reviewed/Revised _____
Tasks (List all tasks/activities of the job /position):	Hazards (List all existing & potential health & safety hazards related to the identified tasks):	Controls (List the controls for each hazard: elimination, engineering, administrative, PPE or a combination thereof):	Date Implemented:
		Elimination: Engineering: Administration: PPE:	
		Elimination: Engineering: Administration: PPE:	
		Elimination: Engineering: Administration: PPE:	

SCHEDULE 'A'

Site-specific Hazard Assessment and Control

Company Name: Village of Hay Lakes

Work to be completed:

Date of Assessment:

Task Location:

Emergency Meeting Location:

Identify the Tasks & Hazards below, and the plans to eliminate/control those hazards

Tasks (List all tasks/activities)	Hazards (List both Health & Safety Hazards and consider surrounding area:	Controls (List the Controls for each hazard: Eliminate; Engineering; Administrative; and PPE)
		Elimination: Engineering: Administration: PPE:
		Elimination: Engineering: Administration: PPE:

Please Print & Sign below (all members of the crew) prior to commencing work

Workers Name: (print)	Signature:
Supervisors Name: (print)	Supervisor's Signature