



Working Alone/Check-In Policy

SCOPE AND PURPOSE

The purpose of this policy is to establish guidelines and procedures to ensure the safety and well-being of employees who may be required to work alone during regular duties. This policy aims to minimize potential risks and provide support mechanisms for individual's working alone. This policy applies to all employees who may be assigned tasks that require them to work alone. It is the responsibility of About Staffing, the employees, and affiliate clients to comply with this policy.

APPLICABLE LEGISLATION

The *Occupational Health and Safety Code* defines "working alone" as:

1. A worker is working alone at a worksite,
2. Assistance is not readily available if there is an emergency or the worker is injured or ill.

Part 28 of the *Occupational Health and Safety Code* sets out the following precautions requirements:

394(1) An employer must, for any worker working alone, provide an effective communication system consisting of

- (a) radio communication,*
- (b) landline or cellular telephone communication, or*
- (c) some other effective means of electronic communication that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.*

394(1.1) Despite subsection (1), if effective electronic communication is not practicable at the work site, the employer must ensure that;

- (a) the employer or designate visits the worker, or*
- (b) the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.*

DEFINITIONS:

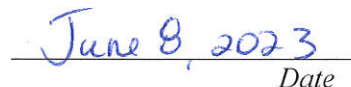
A person is "alone" at work when they are on their own and when they cannot be seen or heard by another person. Workers often must work alone therefore the employee must be responsible for their own safety. Employees should think out the job carefully, in advance, and assess the hazards, so that possible accidents can be prevented before they happen. The employee must ensure that the main office is aware of your plans and timing. Set up a schedule to call/report in and stick to the timing.

All employees and sub-contractors are trained in the hazards of their job as per About Staffing Ltd.'s job procedures, policies, and on-the-job training.

To monitor employees and sub-contractors on the new working alone regulation, the following procedures must be adhered to:

- When the Employee or Contractor arrive on site, they should immediately contact the office and they will be considered "checked in". (This can be handled in several ways, a phone call, e-mail, etc.),
- If we do not hear from you within the specified time limit the Calgary Police Service or RCMP will be notified of your last known location,
- When the job is completed, the employee and/or contractor must call the office to inform them that the job is done,
- Any extra hazards and or risks identified by the employee/contractor should be brought to the attention of management.


Signature


Date