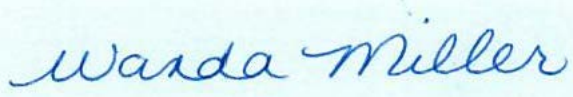
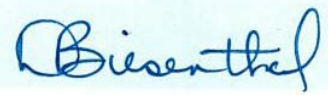




SUN COUNTRY HEALTH REGION & AFFILIATES

Policy/Procedure #:					HR-70-02-10	
Section:	HR - Human Resources					
Sub-section:	HR-70 - Safety Management System (SMS)					
Category:	HR-70 – Element 2 – Hazard Identification & Control					
Subject:	Working Alone or at an Isolated Place of Employment					
Date Issued:	Date Revised:	Enter Date	Enter Date	Enter Date	Enter Date	
28-Sep-2016	Date Reaffirmed:	Enter Date	Enter Date	Enter Date	Enter Date	
Document Owner:			Authorized by:			
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Title: Director Employee Health & Workplace Safety			Title: Vice President Human Resources			
 signature			 Signature			

To work alone means to work at a worksite as the only worker of Sun Country Health Region at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

POLICY:

Where an employee of Sun Country Health Region is required to work alone or at an isolated place of employment, the employee, in consultation with the site Occupational Health & Safety Committee and other supports as necessary, shall identify the risks arising from the conditions and circumstances of the workers work or the isolation of the place of employment.

Once identified, it is the responsibility of the employer to take reasonably practical steps to eliminate or reduce the risk for workers personal safety.

All employees required to work alone will receive training in the identified risks arising from conditions and circumstances of the worker’s work or isolation of the place of employment.

PURPOSE:

- To provide measures to protect employee health and safety under potentially dangerous conditions when working alone.
- To provide direction and structure to the process of risk assessment when employees work alone, and to provide options based on assessed risk.
- To ensure all job classifications identified as potential or absolute, containing elements of dangerous person(s) or situations, in conjunction with the site Occupational Health & Safety Committee, develop a Job Safety Analysis. This analysis will highlight the hazard(s), risk(s)/ risk score(s), and safety precautions necessary.

Working alone, in itself, is not necessarily hazardous. An overriding principle to be incorporated into all safety practices is to:

- identify the hazards of the work;
- assess the risks involved; and
- develop safety plans to eliminate or control risk.

PROCEDURE:

Employer:

Risks that have been identified when working alone are:

- Office location (ie isolation after hours, etc)
- Acts of violence
- Equipment failure (examples CVA)
- Decreased communication and supervision
- Travel interruption
- Traffic, environmental and seasonal hazards
- Inadequate lighting (ie parking lots etc)

Communication procedure to be followed when working alone or away from office, will be access to regular contact with a representative of Sun Country Health Region via radio, phone, cell phone or any other device.

Communication and supervision to be followed when working alone in an office.

- Generate awareness of all hazards (clients, environment, pets, weather, potentially violent Non - clients, activities, road conditions, etc.)
- Where required, include working alone policy in general orientation
- Dates and times when working alone, to be approved by employee's immediate supervisor
- Where able, will assign supervision or buddy system
- When required, supervisor to be notified when arriving/leaving place of employment
- If working for an extended time over 2 hours alone, will have regular contact with buddy or Supervisor.
- If an emergency arises, ensure all employees working alone know to call 911, then the supervisor or buddy

Employee:

1. Working alone in office
 - Prior to entry into a building, an employee should visually scan all areas to assess hazards before exiting vehicle, visually scan for sources of outside assistance if required, assure their door key is ready to permit quick access.
 - Upon entry into the building ascertain the door was locked and then locked behind them, if alarmed, was the alarm on, if so turn the alarm off if able.
 - Outside doors should remain locked at all times when 1 person is working alone.
 - Prior to exiting the building, visually scan the area around the exit, if able unlock their vehicle remotely or assure the vehicle key is ready to permit quick access.

- All incidents, including near misses must be reported to the employees immediate supervisor, and be documented on the SCHR Employee Incident Report Form.

2. Working alone while travelling in motor vehicle:

- a. Employees who travel may encounter the need to stop for food, fuel, rest, exercise, mechanical or personal reasons. When doing so remember:
 - always pick a safe place to stop,
 - keep doors locked and do not exit until area is assessed,
 - use 4 way emergency flashers, contact road side assistance for mechanical issues.
- b. Employee travelling on SCHR business should always have a fully charged cell phone or other communication device plus charger, and vehicle to be sufficiently fueled, be mechanically sound and be appropriately equipped with emergency equipment.
- c. Where the employee does not have a cell phone or communication device, this hazard is to be addressed to their immediate supervisor/manager.

3. Check in Plan

Each department who have employees that may work alone, will develop a check in plan geared to specific needs. A copy of the employees schedule/itinerary must be available to the department designate including the approximate start and end times of client visits or travel arrangements.

4. Parking

Park as close as possible to home or facility, preferably in well-lit areas so you can exit and enter quickly. Lock the vehicle doors and windows.

5. Onsite assessments with clients.

- a. The employer shall provide and maintain a safe means of entrance and exit from a place of employment, worksite or work related area(s).
- b. Prior to initiating home services, a client Home Safety Check Sheet for Staff and Client Safety is initiated. This safety checklist requires the assessor to initially identify safety issue(s) and list these on the form. This form is reviewed by the Home Services Manager with the client(s). Any safety issue(s)/repairs must be corrected before caregivers are allowed on the premises.
- c. Workers will assess the risks every time they enter/exit a work related area, before initiating services.(ie pets, aggressive behavior, alcohol/drugs/firearms, smoking, etc).
- d. If any of these factors are unsafe, worker leaves the work related area and calls into the office or manager on call. A decision will be made to decline visit if client(s), occupant(s), visitor(s) or environment pose a threat.

Refer also to SCHR Hazardous Travel Policy – [CHS-30-00-20](#)

Refer to Community Care / Forms/ Home Safety Check Sheet and Client Safety

Reference [HR 70-05-05](#) Policy – Hazard and Incident Investigating