

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS WORKING ALONE	Page 1 of 1	HSE: 3.7: 5.19: 8.19 Revision: 00

WORKING ALONE:

DESCRIPTION & GENERAL REQUIREMENTS:

This Practice applies if:

- A worker is working alone at a work site
- Assistance is not readily available if there is an emergency or the employee is injured or ill
- Working alone is considered a hazard for the purpose of Part 2
- A worker working alone at a work site must possess the required training skills to perform the work safely

INSTRUCTIONS & RULES:

Western Millcraft Inc. must, for any worker working alone, provide an effective communication system consisting of:

- Radio communication
- Landline or cellular telephone system
- Some other effective means of electronic communication
- Provide an effective means for checking on the employee's safety is to be arranged in advance of the work
- Provide telephone contact at regular intervals
- Regular worksite visits by a designated person – usually the employee's supervisor
- The visits or contact under note (2) should be at intervals of time appropriate to the nature of the hazards associated with the employee's work

The length of interval between callings in is dependent on the degree of hazard associated with the tasks being performed while working alone:

- For low hazard work a call at the beginning and at the end of the job is sufficient
- For medium hazard work a call-in every four hours is required
- For high hazard work a call-in may be made every two hours

The employee's Supervisor or Lead hand will be responsible to ensure that periodic contact is maintained until the job is completed and a record of such contacts will be kept, if required.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation

CONTROLLED COPY