

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

WORKING ALONE

Topic Overview

Employers must have procedures to ensure the well-being of workers who work alone or in isolation. Lone workers may be at increased risk of confrontations or even violence, particularly if they are on shift during late night hours. Lone workers must be able to get assistance if they are injured or there is an emergency.



Supervisor/Worker Communication Procedure

1. Prior to starting the job, the employee and their supervisor will conduct a risk assessment to determine the length of time between check-ins (for shop mechanic the check-in time duration is one hour). Document this on your company's safety form, such as a working alone log.
2. The worker who is working alone shall contact their supervisor (contact person) at the pre-determined intervals.
3. The check-in procedures continue until the employee who is working alone notifies their supervisor that the job is complete.

Safety Tips

Worker Communication Procedure

Prior to starting the job, the employee and their supervisor will conduct a risk assessment to determine the length of time between check-ins.

1. The employee will check in with the contact person when arrangements have been agreed on and entered into the system for monitoring and communication.
2. The employee will provide the contact person with the following information which the company will record on its own working alone log:
 - Name.
 - Nature of the job.
 - Contact number (cell) and vehicle unit number.
 - Location of the job.
 - Approximate length of the job.
 - Time of the next check-in.
 - Supervisor name and phone number.

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3. The company will document the information on its working alone log and then wait for the next check-in at the required time.
4. Check-in procedures continue until the employee notifies that the job is complete.

Emergency Procedures

If an employee does not perform an expected check-in 5 minutes after the time of check-in, the contact person will document the time on the working alone log and initiate emergency procedures:

1. Call the employee directly. Document the time.
2. If no contact is made, call the employee's supervisor.
3. If the supervisor cannot contact the employee, notify 911 of a possible accident and provide details of where the employee is and what the employee was doing so a search may begin.

Resources

Refer to WorkSafeBC sections 4.20-4.23 for regulations and related guidelines.

WorkSafeBC defines working alone in OHS Regulation 4.20.1 as: "to work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health.

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			