
Title:	Working Alone Policy
Adopted on:	December 9, 2022
Adopted by:	City Manager
Jurisdiction:	Safety Coordinator
Revision Date:	January 31, 2024

1. PURPOSE

The City of Weyburn is committed to ensuring the safety and well-being of employees who work alone at their designated worksites. The purpose of this policy is to establish a comprehensive "Working Alone Program" that includes hazard assessments, safety measures, effective communication, training, and procedures to minimize risks and address emergencies when employees work alone.

2. DEFINITION OF WORKING ALONE

For the purpose of this policy, "working alone" refers to an employee working at a worksite as the sole representative of The City of Weyburn, where assistance is not readily available in case of injury, illness, or emergencies.

3. HAZARD ASSESSMENT

A thorough hazard assessment will be conducted to identify existing and potential hazards associated with working alone. This assessment shall be in writing and communicated to all affected staff.

Efforts will be made to involve the Occupational Health Committee (OHC) and affected employees in the hazard assessment process to ensure all risks are adequately addressed.

4. RISK ELIMINATION OR REDUCTION

Every effort will be made to eliminate the hazards identified. If it is not practicable to do so, then procedures will be developed and implemented to eliminate, reduce, or control the hazards.

5. EFFECTIVE MEANS OF COMMUNICATION

An effective means of communication, such as radios, telephones, GPS phones, or other electronic devices, shall be established to allow lone workers to contact persons capable of responding to their needs.

Regular contact intervals shall be predetermined, not exceeding four hours, based on the nature of hazards involved, and a check-in at the end of the work shift must be completed.

The City of Weyburn will provide on-call mobile phones with a designated lone worker app that enables lone workers to check-in at the end of their shift and stay connected and communicate with their supervisor or another designated person in case of emergencies. This may include but is not limited to the following on-call cell phones: Arenas, Spark Centre, Leisure Centre, Water Treatment Plant, Public Works and Parks.

6. TRAINING

All employees who may work alone shall receive comprehensive training on the hazards of working alone and the preventative measures to reduce or eliminate potential risks. Training sessions will be documented to ensure compliance with this policy.

7. PROCEDURE

A written procedure will be established for checking the well-being of lone workers using a Lone Worker App. The procedure must be followed whenever a worker is alone and includes before and after check-ins using the app.

8. OVERDUE WORKER RESPONSE PLAN

In case a lone worker fails to make contact within the scheduled check-in time, the Overdue Worker Response Plan will be initiated. It involves a notification message and phone call being sent to the command centre at Weyburn Police Department. A systematic approach to locate the worker and notify relevant parties, including local contacts, and the hospital if necessary.

9. COMPLIANCE

All employees are required to comply with this policy and its associated procedures to maintain a safe working environment when working alone.

10. REVIEW

This Policy will be reviewed periodically to ensure its effectiveness and may be updated to reflect changes in technology or organizational needs.