

## SAFE WORK PRACTICE

Working Alone		
General	To protect workers from the potential risks associated with working alone	
Application	To mitigate risks associated with working alone, not visible or audible to other workers; and cannot expect a visit from another worker or member of the public for an extended time period; and where assistance is not readily available.	
Protective Mechanisms	Safe Job Procedures	
Selection and Use	Safe Job Procedures	
Supervisor Responsibility	<ul> <li>Assess the hazards of the workplace;</li> <li>Avoid having employees work alone whenever possible (especially with job associated with greater risks);</li> <li>Provide appropriate training and education;</li> <li>Report all situations, incidents or near misses where working along increases the severity of the situation;</li> <li>Establish check-in procedures and keep regular contact with all workers;</li> <li>Establish ways to account for people (visually and verbally) while they are working; and</li> <li>Schedule high-risk tasks during normal business hours, or when another worker is capable of helping if an emergency arises.</li> </ul>	
Worker Responsibility	<ul> <li>Follow the procedures created by supervisor;</li> <li>Be alert and make mental notes of your surroundings when you arrive at an office, or meeting place alone;</li> <li>Take precautions when working late and if you suspect that someone is lurking, call RCMP;</li> </ul>	



References and Legislation (when applicable)			
Workers Compensation Board of Prince Edward Island. For information about safe workplaces, including current occupational health and safety legislation on PEI, and the Youth Employment Act, visit www.wcb.pe.ca			
<b>Canadian Center for Occupational Health and Safety (CCOHS).</b> For publications on working alone in general, off site and working with patients, visit the CCOHS website at www.ccohs.ca			
<ul> <li>Alberta Employment and Immigration. To download a copy of <i>Working Alone Safely: A Guide for Employers and Employees</i>, which describes best practices and checklists for employees working with cash, working off site and at hazardous tasks, visit www.employment. alberta.ca</li> <li>WorkSafeBC. The publication, <i>Take Care; How to Develop and Implement a Workplace Violence</i></li> </ul>			
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Violence			
Violence Document Review Schedule	Dates		