

	<b>WORKING ALONE</b> CPC-ALL-HSE-PLN-184	Retention Code: <i>CG01</i>
		Revised: <i>May 2014</i>
<b>Owner:</b> <i>HSE Performance Assurance</i>	<b>Approved By:</b> <i>Manager, HSE Performance Assurance</i>	<b>Review Frequency:</b> <i>Five years or less</i>

## 1.0 Scope

A working alone plan must be in place for all workers who perform hazardous work alone or without routine interaction with other workers and the public.

## 2.0 Hazards

- Isolation
- Stranded when working in remote areas
- No communication with other workers
- Unable to obtain medical aid

## 3.0 Additional Equipment Requirements

- As determined by the applicable risk assessment and associated working alone plan.

## 4.0 Working Alone Plan

Complete a hazard assessment for the work activity, work site (e.g., facility, operating area, etc.) or work group (e.g., maintenance, operations, etc.) prior to workers working alone. A working alone plan must be developed based upon the results of the hazard assessment.

### 4.1. Plan Contents

Working Alone Plans must include the following:

- a) The hazards identified through the hazard assessment process.
- b) Reduction or elimination of the hazards to workers. Procedures must be implemented to reduce or control the hazard where the hazard cannot be eliminated (e.g., safe work procedures, PPE).
- c) An adequate communication system for workers to call for assistance, if required (e.g., telephone, cellular phone, radio, satellite phone) and time intervals for checking in.
- d) The system used to monitor workers who work alone which will alert their supervisor or their designate if the worker does not “check in” at the time periods prescribed including end of shift check-ins.
- e) A written procedure for locating workers who fail to report on time.
- f) Training requirements for supervisors and workers to ensure competence in the working alone plan.

**Note:** In British Columbia, procedures and time intervals must be developed in consultation with the area joint committee.

## 5.0 Plan Review

- The procedure and system for checking a worker's well-being must be reviewed and tested at least annually.
- The procedure must be reviewed more frequently if:
  - There is a change in work arrangements which could adversely affect a worker's well-being.
  - Supervisors are notified by workers that the working alone procedure is not working effectively.

**Appendix A – Revision Record**

Page#	February 11, 2014	Previous Information	Risk Assessment
All	Updated Document Template		Low
All	General rewording for clarity.		Low
2	Removed 'personal monitor' from 3.0 Additional PPE Requirements.	Personal Monitor	Low – To be determined through site hazard assessment process. Not required for all applications.