

Purpose:

- 1 To ensure, applying all reasonable measures, the protection of workers who are performing their duties, in areas or under conditions, where they are on their own.
- 2 To comply with the Occupational Health and Safety Act.

Policy Statement(s):

- 3 The City:
 - (1) Identifies, as part of a hazard assessment, the potential hazards of working alone and takes practical steps to eliminate or control the hazards.
 - (2) Ensures employees are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.
 - (3) Where practical, establishes an effective means of communication appropriate to the hazards involved for employees to contact other people who can respond to the employees' need. Alternatively, the employee is visited or contacted by a competent worker or their employer at intervals appropriate to the nature of the hazards.

Definitions:

- 4 Working Alone: Workers performing a job function not in the presence of their employer or another worker with The City.

References/Links:

- 1 Department and Site Specific Procedures
- 2 Occupational Health and Safety Act (Part 28, Section 293)
- 3 2201-CA Hazard Assessment, Elimination, and Control
- 4 2201-CP Hazard Assessment, Elimination and Control
- 5 2211-CA Bomb & Other Threat
- 6 2211-CP Threat Response

Scope/Application:

- 1 This policy applies to any employee, volunteer, or contractor working alone for or on behalf of The City of Red Deer.

Authority/Responsibility to Implement:

- 1 The Human Resources Manager is responsible to ensure this policy is maintained and updated as required.
- 2 Department managers are responsible to ensure workers are informed of expectations of this policy.
- 3 Department managers are responsible to establish, implement, and monitor site-specific procedures and guidelines to support this policy.
- 4 Workers are responsible to assess working alone risks.

Inquiries/Contact Person:

- 1 HR Team Leader – Wellness and Safety, Human Resources

Policy Monitoring and Evaluation:

- 1 This policy will be reviewed every three years and revised as necessary.

Document History:

Date:	Signature:	Title:
Approved: November 26, 2001	“Grant Howell”	Personnel Manager
Revised: December 21, 2004		
Revised: July 11, 2009	“Craig Curtis”	City Manager
Reviewed: April 10, 2012	“Marge Wray”	Human Resources Manager
Reviewed: October 7, 2020	“Tracy Bruce”	Human Resources Manager