

Health and Safety Standard

WORKING ALONE

1. PURPOSE

This standard establishes the requirements for managing the risks associated for employees when working alone. SaskPower is committed to taking preventative measures to protect employees who work alone.

2. SCOPE

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, damage to equipment and property, environmental harm, performance management or any combination thereof.

The use of the word “shall” within this standard denotes a mandatory action, whereas the use of the word “should” or “may” denotes a recommended action.

3. DEFINITIONS

The following definitions apply to this standard:

Buddy System - is the teaming of two people to act as each other's check in contact. The buddy system would make each employee responsible for tracking the other to identify situations where the other employee may:

- Be out of communication for unknown reasons;
- Be overdue for unknown reasons;
- Require assistance.

External Communication Provider - is an external answering service contracted to act as a communications center for working alone purposes. The answering service is an automated service backed up by operators 24 hours / 7 days per week.

Working Alone - is to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

4. REQUIREMENTS

4.1. IDENTIFY EXPOSURE HAZARDS

All tasks, assignments and circumstances where working alone hazards exist shall be identified via a documented hazard/aspect identification and risk assessment.

4.2. CONTROL MEASURES

- Where practical, working alone hazards shall be removed. Where hazards cannot be removed, controls shall be used to reduce the probability of an incident occurring.
- The steps to be taken to eliminate or reduce the risks must include the establishment of an effective communication system that is documented in a HARA.
- Examples of effective communication systems include; but not limited to:
 - Mobile Device
 - Satellite telephone
 - Two-way radio
 - Internal contact/buddy system
 - External communication provider
 - Driving HARA
 - Predetermined travel time & route notification
 - Power station telephone system
- Steps may include:
 - Limitations on, or prohibitions of, specified activities;
 - Establishment of minimum training or experience, or other standards of competency;
 - Provision and use of personal protective equipment;
 - Establishment of safe work practices or procedures;
 - Provision of emergency supplies for use in traveling under conditions of extreme temperatures or other inclement weather conditions.
- Working alone in certain circumstances, situations, or environments can increase the risk to the health and safety of the employee.

- Each division shall have special arrangements made to minimize the risk, especially after normal working hours for any increased risk duties that are identified.

5. RESOURCES

5.1. INTERNAL RESOURCES

Related Policies:	Hazard/Aspect and Risk Assessment (HARA) Policy
Related Standards:	Hazard/Aspect and Risk Assessment (HARA) Standard
Additional Information:	Safety and Environment Rulebook

5.2. EXTERNAL RESOURCES

Related Legislation:	<i>The Saskatchewan Employment Act Occupational Health and Safety Regulations, 1996</i>
-----------------------------	---

5.3 OWNERSHIP

Division:	Health and Safety
Department:	Safety Performance & Planning
Review Frequency:	3 years
Approved by:	Health & Safety Council
Approval Date:	6/12/2019

5.4 DOCUMENT HISTORY

Revised by	Revision Purpose	Date
Health and Safety Department	Scheduled Review Cycle	6/8/2016
Health and Safety Department	Scheduled Review Cycle	6/12/2019