



Working Alone Standard

1.0 PURPOSE

This standard supports the Hazard/Aspect Controls Policy and 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.

2.0 DEFINITIONS

2.1 Working Alone

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.

2.2 Buddy System

A buddy system for the purposes of this standard is the teaming of two people to act as each other's check in. 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.

2.3 External Communication Provider

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.

3.0 METHOD/PRACTICE

3.1 Identify Exposure Hazards

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

3.2 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.

Examples of effective communication systems include; but not limited to:

- Mobile Device
- Satellite telephone
- Two way radio
- Internal contact/buddy system
- External communication provider
- Paging system
- Predetermined travel time & route notification
- Power station telephone system



Steps may also include:

- Limitations on, or prohibitions of, specified activities;
- Establishment of minimum training or experience, or other standards of competency;
- Provision of personal protective equipment;
- Establishment of safe work practices or procedures;
- Provision of emergency supplies for use in traveling under conditions of extreme cold 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.

4.0 REFERENCES

- Saskatchewan
 - The Employment Act
 - The Occupational Health and Safety Regulations, 1996
- SaskPower (located on SafetyNet)
 - Workplace Violence Standard
 - Safety and Environment RuleBook