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The University of Calgary recognizes the importance of providing a safe and secure work environment for the University community. The University will meet or exceed all regulatory requirements for staff and students who work alone. The intent of the Working Alone Guidelines is to promote worker awareness and facilitate worker safety when they are working alone. The Supervisor will ensure that there are safety plans in place for those that work alone and that these plans adhere to the Regulations. The Working Alone Guidelines applies when both of the following conditions exist:

1. A worker is working by themselves in an office, vehicle, laboratory, workshop, field site, or any area owned or operated by the University of Calgary.
2. Assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

Safety Plans

- Safety Plans must be developed for all workers that must or may work alone as part of their required duties.
- Include an assessment all work areas for potential health and safety hazards through a Hazard Assessment.
- Identify how hazards will be eliminated or controlled.
- Identify an effective means of communication available or emergency contact system for the worker in the event of an emergency.
- Specify procedures and effectively communicate the procedures to all affected workers.

Working alone is prohibited when the work involves:

- Confined space entry
- An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.
- Electrical systems rated at more than 750 volts.
- Trenches
- A portable ladder that exceeds 6 metres in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic
- The use of fall arrest equipment and movable scaffolding above 4m (or three sections)
- Machine and power tools that could cause a critical injury
- Quick-acting acutely toxic material as described by the Material Safety Data Sheet
- Use of supplied air respiratory equipment or self-contained breathing apparatus is required
- Risk of drowning
- Use of a vehicle, crane or similar equipment near a live power line where it is possible for any part or the equipment or its load to make contact with the live power line
- A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel
- Welding operation where a fire watcher is required

- Handling of animals capable of causing critical injury or paralysis and/or life threatening zoonotic disease.
- Tasks, which, based on the risk assessment conducted by the supervisor in consultation with the employee and EH&S are deemed to require more than one person.

Supervisor Responsibilities:

- Identify risks or hazards associated with the work to be performed (hazard assessment) or the environment where the work is to be done.
- Conduct and document a (job hazard analysis) hazard assessment for each different (specific) type of work.
- Communicate the results of the hazard assessment to all affected workers and others conducting similar work (another hazard assessment is not required).
- Provide written working alone procedures for staff and or students working alone, in order to eliminate or minimize identified risks.
- Develop effective methods of communication for workers who require emergency assistance (for example: cell phones, radio, pager). When electronic devices are not feasible, an effective contact system must be established (for example: check in procedures, periodic site visits, requiring worker to check in after the completion of specific tasks) and the length of time a worker may be out of contact with a supervisor (the frequency of regular communications) must be based on the result from the hazard assessment and clearly understood.
- Document when working alone is permitted and or prohibited and ensure this is effectively communicated to all workers.
- Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- Provide adequate staffing (for example: buddy system) for hazardous tasks performed off-hours or at remote locations.

Worker Responsibilities:

- Participate in the working alone hazard evaluation and risk management decisions with the supervisor.
- Follow safe work practices outlined in safe work procedures.
- Maintain regular communication as directed by supervisors.

Definitions

Hazard – is a situation, condition, process, material or thing that may cause an injury or illness to a worker.

Hazard Assessment - is a procedure, which helps integrate required Occupational Health & Safety principles and practices into a particular work task. Each basic step of the task is examined to identify potential hazards and required control measures to determine the safest way to do the work.

Job – means a set of work tasks, situation, condition, or process that is conducted by a worker.

Supervisor – means the individual that directs or oversees a person, group, department, organization, or operation for the University of Calgary.

Worker – means any person engaged in work at the University of Calgary, including employees, contracted workers, volunteers, and graduate students.

Effective Means of Communication means radio, telephone, or other electronic communication device.