

SAFE WORK PROCEDURE	Date Approved: March 21, 2017
Name of Procedure: Working Alone	Date Revised: March 21, 2017
Department: Facility Services	Approved by: Ray Armstrong
Section: Facility Supervisor	

Purpose:

To provide worker with instructions on working alone.

Definitions:

A worker is considered working alone at a work site when there are no other persons working at the work site that would be able to provide assistance if there is an emergency or the worker is injured or ill.

Equipment:

- Working telephone readily available or cell phone

Identified Hazards:

Hazard	Potential Injury
Potential violent intruder	Stress, physical injury
Chronic disease	Unconsciousness, physical injury

Controls/PPE Required:

- Secured worksite with locked doors and windows
- Working telephone or cell phone
- Working outside security lighting
- Working security system
- Working fire alarm system

Procedure:

Action Steps		Responsibility
1.	Ensure that you have your keys and cell phone (if you have one) with you at all times.	Caretaker
2.	Ensure that you are knowledgeable in the operation and locations of the phone / radio or cell phone systems on the work site.	
3.	Identify any outside rental groups and unlock the door 15 minutes prior to their start time and lock the door 15 minutes after their arranged start time. Outside rental groups/contractors must follow strict guidelines laid out under contractual agreements and the safe work procedures.	
4.	If an intruder is attempting to break into the building remove yourself from the area, lock yourself in a room with a telephone and dial 911 to summon the RCMP and remain in the room until they arrive. Do not at any time confront the intruder.	



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5.	If you are surprised by an intruder try to remain calm. Ask the intruder to identify themselves and why they are in the building. Ask for identification if they indicate that they are District approved Contractor's or other Facility Services staff. Ask them to leave if at any time you are uncomfortable with their presence.	
6.	If the intruder attacks run to the nearest fire exit and pull the fire alarm. Try to find a secure location where you can lock yourself in to call police.	
7.	Prior to leaving the building at the end of your shift look out at your vehicle and check to ensure that there isn't anyone suspicious in the area. If you are waiting for someone to pick you up remain in the building until you see them pull up.	
8.	If you are the last to leave the building, arm the security system. Ensure that you have your keys and cell phone out prior to leaving the building and go straight to your vehicle, lock the doors and leave the area immediately.	

References/Links: Alberta Occupational Health and Safety Code Part 28 Working Alone