



**R. Fryer Forest Products LTD.**  
**Monetville, Ontario**  
**Policies & Procedures**

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*Subject:*

**WORKING ALONE POLICY**

## **POLICY**

R. Fryer Forest Products LTD recognizes that some employees/subcontractors occasionally work alone in the workplace. To ensure their safety, special procedures must be followed so that any accident or injury can be quickly communicated, so help can arrive as soon as possible.

## **RESPONSIBILITIES**

1. The company will ensure all employees & subcontractors are oriented into this policy and that appropriate communication equipment is available.
2. Supervisors shall ensure that workers working alone (including subcontractors) are following this policy. He/she will also ensure the equipment used is in good condition, that the job/tasks done are not very hazardous, and that the lone worker is properly trained for the job/tasks at hand.
3. H&S Reps will monitor the effectiveness of this policy and make recommendations to the manager for changes.
4. Workers (including subcontracted workers) must notify the supervisor if they will be working alone, and follow the requirements in this policy.

## **GENERAL PROCEDURES**

1. 'Working Alone' means a worker who is working far enough from others that he/she, or the equipment he/she is operating, cannot be heard (using their ears not radios) or seen by others.
2. The worker working alone will have a radio, cell phone, or other means of communication on his/her person or in the machine he operates, if the worker is required to leave the machine being operated the communication device must be with the worker. The radio, cell phone, etc. will be kept on in case someone (supervisor) calls. The phone #'s or radio frequencies will be made known to all involved.
3. The lone worker will inform the supervisor when and where he/she is working, what he/she will be doing, and who is monitoring his/her return after completion of the work/shift – known as a 'Travel Plan'. If his/her return time changes during the shift he/she must inform the person monitoring his/her return.

4. The supervisor has the right to limit the work being done, how it is to be done, when it is to be done and any other conditions if necessary to ensure the workers safety. The supervisor (or his/her designate) must also communicate with the lone worker at least twice during the shift to confirm all is well, and/or to provide additional instruction if needed.
5. Should a worker working alone not return at the designated time, the person monitoring his/her return must notify the supervisor or manager immediately. The supervisor will try to communicate with the worker first, then if unsuccessful must travel to the workers last known location. At his/her discretion the supervisor/manager may also call emergency services.
6. The worker working alone cannot attempt difficult tasks or assignments, and must follow any safety precautions given to him/her by the supervisor. He/she must be properly trained for the work to be done.
7. The machinery & equipment used by the worker working alone must be in good condition and all safety equipment must be in place and in a state of readiness.