

SECTION: ADMINISTRATION

SUBJECT: WORKING ALONE

Original Resolution No.: 02-02-09

Working Alone Policy

It is the policy of the County of Warner No. 5 to implement a communication policy which outlines an expected and timely response by employees who are working alone. Due to the potential hazards of various employee positions when working alone, staff are to verbally report to their supervisor or other designated staff in order for their safety and well being to be monitored.

Guidelines

1. Employees shall communicate to their supervisor when arriving at work, at morning coffee break, at lunch time, at afternoon coffee break and when leaving work for the day. If staff have not contacted their supervisor at these times, the supervisor will immediately initiate the contact or locate the non reporting employee.
2. If an employee is confronted with a dangerous or volatile situation, they need to immediately and politely excuse themselves from the situation and immediately contact their supervisor and ask for assistance.
3. Possible hazards and communication requirements for various employees conducting these job responsibilities are as follows:
 - a. Office Staff
Possible hazards include:
 - i. Confrontation with an outside individual.
 - ii. Physical injury involving office work.
Communications required include:
 - iii. Any office worker who may have to work alone will have telephone communication with a co-worker or another County department staff and will clock in on a timely basis making the co-worker aware of their well being.
 - b. Persons who conduct Labor/Maintenance Duties
Possible hazards include:
 - i. Injury from mishandling tools.
 - ii. Physical injury from lifting or handling equipment.
Communications required include:
 - iii. All maintenance personnel will make a co-worker aware of the tasks they are doing and the time frame required. The co-worker will check with the maintenance person on a timely basis to ensure the worker is safe.
 - c. Sprayer Operator
Possible hazards include:
 - i. Contamination by pesticides
 - ii. Floater or sprayer collision
 - iii. Physical injury when working on a unit that needs repair

- iv. Fall from box when filling unit
- v. Confrontation with outside individual

Communications required include:

- vi. All floater/sprayer operators will have communication with co-workers by cellular telephone and/ or two way radios. They will make co-workers aware of the task they are doing, their location and the time frame required to complete their work. The co-worker will communicate with the operator on a timely basis to ensure the worker is safe.

- d. Persons who deliver or handle dry or liquid chemical

Possible hazards include:

- i. Injury in rollover or collision
- ii. Physical injury when working on malfunctioning equipment
- iii. Fall from truck or tank when filling or emptying
- iv. Contamination by pesticides

Communications required include:

- v. All personnel will have communication with co-workers by cellular telephone and/or two way radios. They will make co-workers aware of the task they are doing, their location and the time frame required to complete the task. The co-worker will communicate with the operator on a timely basis to ensure the worker is safe.

- e. Bin Spraying Operators

Possible hazards include:

- i. Overcome by fumes
- ii. Fall from truck or bin ladder
- iii. Overcome by pesticides

Communications required include:

- iv. Have two people on site when inside the bin
- v. One person holding the ladder while the other person is going into the bin and standing by while the other person is in the bin.

- f. District Blade Operators

Possible hazards include:

- i. Working alone for most of the day
- ii. May fall from the machine or be hurt changing blades

Communications required include:

- iii. Reporting to their supervisor when arriving at work, at morning coffee break, at lunch time, at afternoon coffee break and when leaving work for the day.
- iv. Each piece of equipment must have radio contact or a cell phone.

- g. Persons who conduct Field Scouting or Crop Monitoring Duties

Possible hazards include:

- i. Injury by vehicle accident
- ii. Confrontation with an outside individual

Communications required include:

- iii. The person working in the field will make a co-worker aware of the time frame involved to complete their tasks and the location at which they are working.

h. Waste Transfer Attendants

Possible hazards include:

- i. Injury as a result of utilizing waste transfer equipment
- ii. Confrontation with an outside individual
- iii. Injury from falling due to weather related incidents
- iv. Physical injury from lifting or handling equipment

Communications required include:

- v. Attendant to carry a hand held radio or cell phone when on site
- vii. Contact County Office during Monday to Friday
- viii. Contact County Administrator or Community Peace Officer on weekends

i. Management (Community Peace Officer, Superintendent and Ag Fieldman)

Possible hazards include:

- i. Confrontation with an outside individual
- ii. Injury sustained from motor vehicle accidents while conducting duties and responsibilities, especially after regular working hours and on weekends.

Communications required include:

- iii. Management to carry a hand held radio or cell phone when on duty
- iv. Clause one (1) of this policy is not required to be followed on weekends or after regular working hours call outs. It is suggested the Community Peace Officer keep in contact with the local RCMP on weekends and after hour calls during periods of emergency. Other members of Management shall ensure that another member of the Management Team and/or a responsible adult is aware of where they are going and when they should return.