



Canadian Plains Energy Services (CPES) does not work or conduct activities in which workers are required to work alone. However, it is the policy of CPES that should a worker be required to work alone or in isolation, the following company safe work practice must be followed.

Guidelines

Site Management is responsible for ensuring all procedures are followed.

Definitions

“Working alone” means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

“Effective communications” means radio, telephone or other electronic communication device.

“Intervals of Time” means at maximum, every 4 hours.

Procedures

If a worker is required to work alone the following procedures must be followed.

If a worker is required to work alone at a work site, Site Management (employer) must:

- Conduct an initial hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the workers work. (Use Hazard Assessment Form)
- Establish an effective means of communication between the worker and site management or designate.
- Conduct continuous hazard assessments as work conditions change.
- Take reasonable steps to eliminate or control hazards identified.
- Involve the worker in the conducting of the hazard assessment, elimination or control.
- Communicate hazards in writing to all workers on site.
 - Post forms
 - Conduct safety meetings

If an effective means of communication is not practicable or readily available at the work site, CPES site management (employer) must:

- Visit the worker at intervals of time appropriate to the nature of the hazards associated with the work, or;
- Ensure the worker contacts the employer at intervals of time appropriate to the nature of the hazards associated with the work. (Use Journey Management Record Form)
- Ensure that all workers have been accounted for at the end of every shift.

The employer will ensure that workers are trained in the work alone procedures and that they are clearly understood.

The employer will review and revise work alone procedures regularly if circumstances change.



Working Alone

January 3, 2023

Section 16.0

Policy

References

- Alberta Occupational Health & Safety Act, Code & Regulations - Part 28 Working Alone
- British Columbia OHS Act, Code & Regulations – Part 4 General Conditions – Working Alone or in Isolation
- Saskatchewan OHS Act, Code & Regulations – Part III General Duties – Working Alone in a Isolated Place & Employment
- Manitoba Workplace Safety and Health Act and Regulations – Part 9 – Working Alone or in Isolation
- Job Hazard Assessment Form
- CF-S-23 Journey Management Record Form

APPROVED:



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