

University of Prince Edward Island		Version No. 1
Procedure:	Working Alone Procedure	
Effective Date: January 24, 2008	Version Date: January, 2023	Review Date: January, 2028
Authority:	Vice-President Administration and Finance	
Responsibility:	UPEI Joint Occupational Health and Safety Committee	

1. Purpose

1.1. The purpose of this procedure is to promote awareness and ensure, as far as reasonably possible, the health and safety of staff, faculty and students who work alone after hours (after hours refers to outside operational hours). The two categories of working alone are 1) areas with low risk where a UPEI Standard Working Alone Plan is used; and 2) areas with risk where a Site-specific Working Alone Plan is required.

2. Scope

2.1. This procedure applies to all faculty, staff and students who work alone at the University of Prince Edward Island (UPEI) and those that may work off-site.

3. Responsibilities

3.1. Responsibility for the development and review of this procedure rests with the JOHSC.

3.2. Responsibility for the implementation of this procedure lies with Deans, Chairs, Directors, Managers, and supervisors.

4. Definitions

4.1. **Working Alone:** According to the *PEI Occupational Health and Safety Act: General Regulations (see Appendix "D")*: "working alone means an employee/student working at a workplace who is the only employee/student at that workplace, in circumstances where assistance is not readily available to the employee/student in the event of injury, ill health or emergency."

4.2. **Workplace:** A workplace includes any area owned or operated by the University, any off-site workplace, and vehicles.

4.3. **Supervisor:** Any person that has either charge of a workplace, or authority over an employee/student. Supervisors are responsible for the safety of the employees/students under their direction.

5. Procedure

5.1. The University of Prince Edward Island recognizes the importance of providing a safe and secure work environment for the University community.

5.2. With regard to the hazards associated with work being conducted on behalf of the University, departments/faculties will ensure that:

5.2.1 Working alone situations are identified and assessed by both the supervisor and the employee/student.

5.2.2 Appendix “A” will be used as a UPEI Standard Working Alone Safety Plan across campus and for off-site work. This is intended for office/administrative areas where the risk is low. The supervisor is required to complete and sign the bottom. The employee/student must sign to acknowledge the plan. A copy must be kept by the employee/student, supervisor, and Chair/Director and a copy kept in the workspace.

5.2.3 In addition, supervisors responsible for areas with higher hazards must identify and document the required information on the Site-Specific Working Alone Safety Plan located in Appendix “B”. Appendix “B” is not intended to be filled out for office/administrative areas. It is intended to be used in areas where there is a greater risk of injury such as in laboratories, barns, Aquatics, fieldwork, facilities management activities, etc.

5.2.4 Supervisors provide ongoing training and instruction to all personnel who are covered by the Site-Specific Working Alone Safety Plan (Appendix B).

5.3. Note that this procedure and form are generic in order to be implemented campus wide. Specific hazards will need to be identified and assessed within each area.

5.4. UPEI is an environment where people commonly work alone. From an office/administrative setting, working alone is not considered an unusual hazard but nonetheless, a ***UPEI Standard Working Alone Safety Plan*** (Appendix A) should be created.

5.5. Supervisor and employee/student can work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high safety risks be assessed to minimize or eliminate the hazards.

5.6. Supervisor is required, as applicable, to:

- 5.6.1. Identify workers/students who may be in situations where the potential exists for working alone.
- 5.6.2. Identify hazards to the worker/student from the nature of the work, isolation, location(s) (may work in multiple labs, buildings, or field sites), and conditions at the work site(s).
- 5.6.3. Identify necessary actions to eliminate or reduce the hazards and implement these actions.
- 5.6.4. Eliminate or reduce hazards by:
 - 5.6.4.1. Providing written instructions stating limitations on and/or prohibition of specific activities while working alone.
 - 5.6.4.2. Providing sufficient training and instruction for safe work practices and insuring a minimum standard of competence.
 - 5.6.4.3. Providing applicable personal protective equipment.
 - 5.6.4.4. Developing effective methods of communication for staff/students while working alone. The communication system must be based on the results of the Site-Specific Working Alone Safety Plan (for example: check in procedures, periodic site visits, telephone communications, an individual doing fieldwork may want to sign out a cell phone from the Procurement Office)

5.7. Dean/Chair/Director/Manager/Supervisor shall review and approve the ***Site-Specific Working Alone Safety Plans*** (Appendix B) for their respective locations.

- 5.8. Employee/student:
- 5.8.1. May participate in the evaluation of the hazards associated with tasks that involve persons working alone and will follow the practices outlined in the Site-Specific Working Alone Safety Plan, as necessary.
 - 5.8.2. Have the responsibility to take appropriate safety measures, consistent with any physical condition or other impairment that poses risks.
 - 5.8.3. Is responsible for recording each check-in contact (via phone/email/face to face) on the Check-in Log Sheet (Appendix C), as necessary.
- 5.9. Health, Safety and Environment Manager is available to provide advice regarding the needs of persons working alone.
- 5.10. JOHSC and Health and Safety Working Group Members may be involved with identifying hazards dealing with working alone. Members may also be involved with reviewing **Site-Specific Working Alone Plans** (Appendix B) and Check-in log sheets during health and safety workplace inspections.
- 5.11. The **Check-in Log Sheet** (Appendix C) (may be needed to support the **Site-Specific Working Alone Plan** (Appendix B):
- 5.11.1. Communications made by the person responsible for contacting the employee working alone must be recorded on the Check-in Log Sheet by the employee working alone.
 - 5.11.2. The employee and the person responsible for contacting them must be in communication at the end of the employee's shift and this communication must be recorded by the employee on the log sheet.
 - 5.11.3. The Check-in Log Sheet should be located in a convenient location (e.g. near the phone for phone check-ins).
 - 5.11.4. The Site Specific Working Alone Safety Plan can be completed for an individual, or a group if similar hazards are identified. The plan is meant to be completed for a long term basis, but must be reviewed regularly with changes in tasks, equipment, space, new hazards, etc. The plan should be a part of new employee orientation.
- 5.12. Risk Factors to Consider
- 5.12.1. The supervisor of an area with higher risks will consider the following risk factors when completing the Site Specific Working Alone Safety Plan:
 - 5.12.1.1. degree of risk;
 - 5.12.1.2. tasks and associated hazards involved in the work to be performed (for example: physical hazards, equipment or tools used, security, personal attacks);
 - 5.12.1.3. consequences resulting from a "worst case" scenario;
 - 5.12.1.4. likelihood for others to be in the area;
 - 5.12.1.5. possibility that an incident could prevent the employee/student from calling for help;
 - 5.12.1.6. methods and frequency of regular communication and emergency assistance;
 - 5.12.1.7. confirmation where and when working alone is permitted;
 - 5.12.1.8. worker's/student's training and experience;
 - 5.12.1.9. worker's/student's physical disabilities or medical conditions;
 - 5.12.1.10. effects of implementing appropriate safeguards;
 - 5.12.1.11. location of safety resources such as MSDS, first aid kits, fire extinguishers, fire pull alarm stations, eye wash stations, chemical spill clean-up kits, telephones;

- 5.12.1.12. any other factors which the supervisor believes to be hazardous.
- 5.12.2. There are certain operations that, due to the risk, cannot be performed alone. 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 in remote locations.
- 5.12.3. Working alone is prohibited when the work involves the following:
 - 5.12.3.1. confined space entry;
 - 5.12.3.2. working with high voltage electrical systems working in trenches;
 - 5.12.3.3. working from a ladder;
 - 5.12.3.4. using fall arrest equipment and scaffolding;
 - 5.12.3.5. machine and power tools that could cause critical injury (lathes, chain saws, etc.);
 - 5.12.3.6. quick-acting acutely toxic materials as described by the Safety Data Sheets (SDS). Example: inorganic cyanides, fumigants, etc.;
 - 5.12.3.7. use of supplied air respiratory equipment or self-contained breathing apparatus;
 - 5.12.3.8. risk of drowning;
 - 5.12.3.9. use of large equipment near a live power line;
 - 5.12.3.10. use of a vehicle or equipment where the operator does not have full view of the intended path of travel;
 - 5.12.3.11. welding operations where a fire watcher is required;
 - 5.12.3.12. restraining or handling animals capable of causing critical injury or life-threatening diseases;
 - 5.12.3.13. tasks which, based on the Site Specific Working Alone Safety Plan, are deemed to require more than one person.

6. Review

- 6.1. Review every five years or earlier, if necessary, by the UPEI Joint Occupational Health and Safety Committee.

7. References

- 7.1. Prince Edward Island Occupational Health and Safety Act: General Regulations, Part 53, Working Alone, Chapter O-1, April 24, 2021.

APPENDIX "A"

UPEI Standard Working Alone Safety Plan

**☎ Emergency phone number:
9-911 (UPEI phone)
911 (cellular or payphone)**

**☎ UPEI Security emergency phone number/ Safe Walk:
Extension 0384 (UPEI phone, payphone)
902-566-0384 (cellular phone)**

CLASS

C = Communication

Communicate to others left in your work area if you are one of the last people leaving.

L = Lock

Lock the door behind you, when possible.

A = Access to phone

Have **Access** to a phone in the case of an emergency.

S = Security

Contact UPEI **Security** if you feel unsafe.
Arrangements may be made with [UPEI Security Services](#) for a site visit as per the Campus Alone Program.

S = Safety

Determine if the hazards in your area require the implementation of additional **safety** measures. See *Appendix "B"* for a blank **Site-Specific Working Alone Safety Plan**.

GENERAL INFORMATION

Building & Room Number(s): _____

The identified area is determined to be a low hazard area therefore does not require the *Site-Specific Working Alone Safety Plan (Appendix "B")* to be completed.

The Standard Working Alone procedure will be reviewed at orientation and at least annually through the health and safety inspections.

STANDARD WORKING ALONE SAFETY PLAN AGREEMENT

The above information is complete and understood.

A copy of this **Site-Specific Working Alone Safety Plan** must be kept by the following:

Supervisor (sign): _____ Date: _____

Employee/student (sign): _____ Date: _____

Copy to: employee/student/supervisor/Chair/Director

APPENDIX "B"

Site-Specific Working Alone Safety Plan	
Emergency phone number: 9-911 (UPEI phone)/ 911 (cellular or pay phone)	
UPEI Security emergency phone number/ Safe Walk: Extension 0384 (UPEI phone, payphone) 902-566-0384 (cellular phone)	
GENERAL INFORMATION	
UPEI Workplace: Department/work unit: _____ Building: _____ Room #: _____ Phone: _____	Supervisor: Name: _____ Building: _____ Room #: _____ Phone (after hours): _____
Nature of business within the area:	
Person, group, or work area (list names):	
Acceptable locations for working alone:	
Defined hours and days of week acceptable for working alone (note that department/area-wide restrictions may be implemented):	
COMMUNICATION	
Method(s) of regular communication:	<input type="checkbox"/> Phone <input type="checkbox"/> Face to face <input type="checkbox"/> UPEI Safe App
Frequency of communication:	Every 2 hours or _____ *Check-in responses will be logged in the Check-in log sheets by the employee/student on site.
Person(s) responsible for checking in on employee(s)/student(s) and phone number(s): (must be supervisor unless alternate person is responsible i.e. co-employee/student)	Name: _____ Phone: _____ Alternate: _____ Phone: _____
If the employee/student encounters an unsafe situation, the employee/student is to immediately contact the designated person (see above) for job-related instruction, or call UPEI Security Services (902-566-0384), or 9-911 as necessary.	

If the employee/student cannot be reached and does not respond within ____ minutes, face-to-face contact will be made by:

- Supervisor, name: _____
- Co-employee/student, name: _____
- UPEI Security Services

The person responding to the face-to-face contact will immediately inform the person responsible for checking in with the employee/student of the reason for the delay or any incidents. The responsible person will call the supervisor in the event of an incident. An UPEI Incident Report must be submitted within 24 hours or immediately if a serious injury occurs.

SITE SPECIFIC DETAILS

Provisions for an emergency rescue (how & by whom):	
Personal protective equipment that may be needed:	
Hazards identified within the work area that are specific to working alone:	Hazard Control(s)/ <u>Level of Risk</u> (1 - Minor, 2 - Serious, 3 - Major)

ADDITIONAL INFORMATION

In addition to Section 5.12.3 of this procedure, identify other activities which are prohibited when working alone:

WORKING ALONE SAFETY PLAN AGREEMENT

The above information is complete and understood.

The supervisor must ensure the employee/student is properly trained and comfortable with all duties carried out while working alone.

These procedures will be reviewed at orientation and at least annually through the health and safety inspections.

Any changes in names and numbers will be made immediately.

A copy of this **Site-Specific Working Alone Safety Plan** must be kept by the following:

Employee/student _____ Signed _____ Date _____

Supervisor _____ Signed _____ Date _____

Dean/Chair/Director/Manager _____ Signed _____ Date _____

Attach additional information as needed.

Copy to: employee/student/supervisor/Chair/Director

APPENDIX "C"

Check-in Log Sheet (To Be Completed by Person Working Alone)						
Date	Name	Time In	Check-in Person	Check-in Time	Method*	Time Out

APPENDIX “D”

Occupational Health and Safety Regulation ¹

PART 53 — WORKING ALONE

53.1 “working alone”, defined

In this Part, “working alone” means an employee/student working at a workplace who is the only employee/student of the employer at that workplace, in circumstances where assistance is not readily available to the employee/student in the event of injury, ill health or emergency. (EC43/06)

53.2 Procedure where employee/student is working alone

(1) Where an employee/student is working alone, the employer shall develop and implement written procedures to ensure, as far as is reasonably practicable, the health and safety of the employee/student from risks arising out of, or in connection with, the work assigned.

Information to be included

(2) Written procedures developed under subsection (1) shall include the following information:

- a) the name, address, location and telephone number of the workplace;
- b) the name, address, location and telephone number of the employer;
- c) the nature of the business conducted at the workplace;
- d) identification of the possible risks to each employee/student working alone that arise from or in connection with the work assigned;
- e) the steps to be followed to minimize the risks identified in clause (d);
- f) details of the means by which an employee/student who is working alone can secure, and the employer can provide, assistance in the event of injury or other circumstances that may endanger the health or safety of the employee/student.

Specified information

(3) The steps referred to in clause (2)(e) shall

- a) specify the time intervals for checking on the employee/student;
- b) specify the person responsible for contacting the employee/student and recording the results of the contact;
- c) outline the process to be followed if the employee/student cannot be contacted, including provisions for an emergency rescue; and
- d) provide for checking with the employee/student at the end of the employee/student’s shift.
(EC43/06)

53.3 Employer, employee/student to comply

The employer and the employee/student who is working alone shall comply with the procedures developed under section 53.2. (EC43/06)

53.4 Training program

The employer shall implement a training program in respect of the procedures established under section 53.2 for each employee/student who is working alone and for each supervisor who is responsible for an employee/student working alone. (EC43/06)

53.5 Copy of procedures available to the officer

The employer shall ensure that a copy of the procedures established under section 53.2 is available to an officer on request. (EC43/06)

Reference:

1. Prince Edward Island *Occupational Health and Safety Act: General Regulations*, PART 53 — WORKING ALONE Section 53.3 Current to: April 24, 2021 Page 124.

Review

Review every five years or earlier, if necessary, by the UPEI Joint Occupational Health and Safety Committee.