

POLICY II-140	Working Alone	DOMAIN People and Teams
SLT Sponsor: Chief Human Resources Officer		Date Approved: June 21, 2022
Policy Lead(s): Manager, Safety & Hygiene, Occupational Health, Safety & Wellness		Date Effective: June 27, 2022
		Date of Next Review: June 2025

For further information please contact covenantpolicy@covenanthealth.ca

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definition section

Policy Statement:

Covenant Health is committed to providing a safe work environment for its staff, physicians, volunteers, students and contractors, through the establishment of reasonable and practical measures to examine, identify and eliminate/control existing or potential safety hazards associated with employees working alone, as defined in Alberta's Occupational Health and Safety Code.

Purpose Statement:

This policy provides direction to management and staff in meeting the requirements of Alberta's Occupational Health and Safety Code in situations where staff work alone or in isolation.

Applicability:

Covenant Health's administrative and medical leaders demonstrate commitment to the safety of all staff, physicians, volunteers, students and contractors through provision of hazard assessment, control, training/education and communication systems to eliminate/control risks to individuals working alone or in isolation.

Staff, physicians, students, volunteers and contractors shall demonstrate commitment to their safety, and their co-workers safety, by complying with safe work practices and adhering to any area-specific policies and procedures for employees who work alone.

Responsibility:

This policy applies to all Covenant Health sites and their affiliated staff, members of the medical staff, volunteers, students, and contractors.

Principles:

Alberta's Occupational Health & Safety Code, Part 2 Hazard Assessment, Elimination and Control requires that employers implement safeguards to support and protect individuals who work alone or in isolation.

Alberta's Occupational Health & Safety Code, Part 28 Working Alone, defines when a worker is considered to be 'working alone' when;

- a) a worker is working alone at a worksite, **and**
- b) assistance is not readily available if there is an emergency or the worker is injured or ill.

Three factors need to be considered when determining if assistance is “readily available”:

1. Awareness – will other persons capable of providing assistance be aware of the worker’s needs.
2. Willingness – is it reasonable to expect that those other persons will provide helpful assistance?
3. Timeliness – will assistance be provided within a reasonable period of time?

To ensure requirements of this legislation are met, the following shall be implemented:

Covenant Health sites shall:

- Ensure effective working alone plans are based on an assessment of risk or potential risk considering hazards specific to their work site.
- Implement corrective action to prevent hazards or incidents from occurring.
- Involve affected workers in the hazard assessment, control and elimination/control of hazards identified.
- Train and educate employees to perform their job responsibilities safely.
- Investigate incidents and establish measures to prevent reoccurrences.
- Evaluate safety programs and procedures on a regular basis to ensure their effectiveness.

Supervisors/Managers shall:

In situations where a worker is required to work alone, the employee’s supervisor/manager will conduct a hazard assessment as outlined by the Covenant Health Occupational Health and Safety Program requirements, available on-line at <http://www.compassionnet.ca/Page459.aspx> and;

1. review past incidents where working alone was a factor
2. identify measures or actions needed to correct those hazards, and
3. create a documented working alone plan

Employees shall:

- Work safely and follow health and safety rules.
- Be accountable for themselves as well as co-workers.
- Report incidents to their direct supervisor/manager, as well as, Occupational Health, Safety and Wellness by calling the Employee Incident and Information Line 1-855-342-8070 or 780-342-8070.
- Participate in safety in the workplace.

Relevant Covenant Health Policy and Policy Support Documents:	
A.	Policies: II-130 Occupational Health and Safety
B.	Procedures: II-140.PROC.1 Procedures for Working Alone
C.	Guidelines:
D.	Job aids: Covenant Health Occupational Health and Safety Program webpage @ http://www.compassionet.ca/Page459.asp
E.	Standards: Occupational Health & Safety Code, Government of Alberta.
Keywords: Working alone, isolation	
References: References Working Alone Safely: a Guide for Employers and Employees, Government of Alberta. Employment and Immigration, WA003, September 2000. Workplace Health and Safety Bulletin - Working Alone (Part 28 of the Occupational Health & Safety Code) – Questions and Answers, Government of Alberta. Employment and Immigration, WA001 – Revised August 2009. Alberta’s Occupational Health and Safety Code – An Explanation of the “Working Alone” Requirements. Government of Alberta. Employment and Immigration, WA002 – Revised August 2009.	
Past Revisions: March 1, 2019 October 9, 2015 July 3, 2012	