



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	WORKING ALONE
Parent Policy:	Health and Safety
Effective Date:	July 7, 2008
Revised Date:	
Review Date:	July 7, 2018
Approving Body:	Administration: President
Authority:	Policy: Health and Safety
Responsible Executive Officer:	President: delegated to the Vice-President (Administration)
Delegate: (If applicable)	
Contact:	Director of Environment Health and Safety
Application:	Employees: All Employees Students

Part I Reason for Procedures

To set our Procedures secondary to Policy: Health and Safety, in conjunction with the need to identify the risks arising from the conditions and circumstances of a worker's *working alone* or *working in isolation* and to ensure that, so far as it is practicable, steps are taken to eliminate or reduce the identified risks to workers.

Part II Procedures

2.1 Definitions

2.1.1 "working alone" means the performance of any work function by a worker who

- a) is the only worker at a workplace at any time; and

b) is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

2.1.2 "working in isolation" means working in circumstances where assistance is not readily available in the event of an injury, ill health or emergency.

2.1.3 "workplace" means any site, building, office, workshop, laboratory, mobile vehicle, or any other premises or location, whether indoors or outdoors, in which work is conducted.

2.2 Risk Assessment

2.2.1 Deans, Directors and Department Heads shall ensure that supervisors identify the risks arising from the conditions and circumstances of the worker's working alone or working in isolation.

2.2.2 Supervisors shall, so far as it is reasonably practicable, take steps to eliminate or reduce the identified risks to workers working alone or working in isolation.

2.2.3 Appendix "A" may be used as a guide for conducting the risk assessment.

2.3 Safe Work Procedures

2.3.1 Deans, Directors and Department Heads shall ensure that supervisors develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.

2.3.2 The safe work procedures must include:

a) the establishment of an effective communication system that consists of:

- i. radio communication,
- ii. telephone or cellular phone communication, or
- iii. any other means that provides effective communication given the risks involved; and

b) any of the following:

- i. a system of regular contact by the employer with the worker working alone or working in isolation,
- ii. limitations on or prohibitions of specified activities,
- iii. the establishment of training requirements; and

- c) where applicable, the provision of emergency supplies for use in traveling or working under conditions of extreme cold or other inclement weather conditions.

2.3.3 Deans, Directors and Department Heads shall ensure that workers are trained and comply with safe work procedures.

2.3.4 Workers shall advise their supervisor when they plan to work alone or in isolation and shall conduct their work in accordance with safe work procedures.

2.3.5 Deans, Directors and Department Heads shall ensure that supervisors review and revise the procedures not less than every three (3) years or sooner if circumstances at a workplace change in a way that pose a risk to the safety or health of a worker working alone or working in isolation.

2.3.6 Appendix "B" may be used as a guide to documenting the safe work procedures.

Part III Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of these Procedures is required.
- 3.2 The Director of Environmental Health and Safety is responsible for the communication, administration and interpretation of these Procedures.

Part IV Review

- 4.1 Formal Procedure reviews will be conducted every ten(10) years. The next scheduled review date for this Procedure is July 7, 2018.
- 4.2 In the interim, these Procedures may be revised or rescinded if:
 - a) the Vice-President (Administration) or the President deems it necessary; or
 - b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes:

- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter contained herein;
- b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and

Part VI
Cross References

Policy: Health and Safety