



Working Alone

University Facilities

Internal Procedure: July 1, 2013

Effective date: July 1, 2013

Last Modified: April 2013

Approved by: Bob Wells

1.0 Program Objective

UF has implemented this policy and procedure to inform workers of the written working alone procedures in the workplace. This ensures the health and safety of workers at the work site.

2.0 Purpose and Scope

UF is responsible for ensuring that the following policy for control, training, personal protective equipment and safe work practices is enforced.

2.1 Working Alone

Working alone applies when a worker is working alone at a work site, and assistance is not readily available if:

2.1.1 There is an emergency, or

2.1.2 The worker is injured or ill

UF will notify its workers when workers will not be permitted to work alone.

2.2 Hazard Identification, Elimination and Control

UF ensures that before any worker is assigned to work alone or in isolation that a hazard assessment will be performed to identify any potential hazard to that worker.

UF will perform the hazard assessment. If any hazards are determined through the hazard assessment, UF will take measures to eliminate or, if not applicable, reduce said hazards.

2.3 Communication

The safe work procedure for communication provided for a worker who works alone and persona capable of assisting the worker in an emergency or if the worker is injured or ill is:

- 2.3.1 Two-way radio
- 2.3.2 Telephone, cell phone, or
- 2.3.3 Other electronic type of communication

When electronic communication is not practicable or readily available at the worksite an alternate form of communication will be implemented for workers who work alone.

UF will ensure:

- 2.3.4 UF or another competent worker visits the worker,
- 2.3.5 The worker contacts UF or another competent worker,
- 2.3.6 The visits or contacts will be at intervals of time appropriate to the nature of the hazards associated with the work being performed by the worker.

2.4 Procedures for Checking the Well-Being of a Worker

It is the determination of UF to implement written procedures, in consultation with the joint committee or worker health and safety representative, for checking the well-being of any worker assigned to work alone or in isolation.

2.5 Contact Person

A designated worker will be assigned to establish contact with the worker at regular predetermined intervals and shall record the results each time he/she establishes contact.

2.6 Emergency Procedures

It is the determination of UF to implement emergency procedures. The emergency procedures will take things into consideration such as the length of time missing, weather conditions, physical fitness, etc.

In the event of an emergency:

- 2.6.1 Report emergencies to local fire and police departments.
- 2.6.2 Inform the emergency chain of command of an emergency.
- 2.6.3 Warn employees about the emergency.
- 2.6.4 Conduct an orderly, efficient workplace evaluation.
- 2.6.5 Assist employees with disabilities or injuries during and evacuation.
- 2.6.6 Shut down critical equipment, operate fire extinguishers, and perform other essential services during an evacuation.

2.6.7 Perform rescue and first aid that may be necessary during an emergency.

In the event that the lone worker cannot be contacted by UF or the lone workers known associates, an employee search will be initialized. The employee search will include notifying the local fire and police departments.