

Working Alone Policy

Overview

Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury.

Section 35(1) of the Saskatchewan Occupational Health and Safety Regulations, 1996 states:

“to work alone means to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.”

The safety measures and working alone procedures related to this policy will still apply even though the employee may be in contact with people from another employer and/or the general public. This policy applies whenever an employee is alone in the office, their vehicle, or any other work site.

Responsibility

Management:

The Service & Hospitality Safety Association of Saskatchewan Inc. (SHSA) is committed and responsible to provide a safe working environment for any employees who are required to work alone.

All employees of the SHSA will be trained to ensure they are competent and ready to work alone safely.

The training will include the following:

- Employees will be made aware of hazards associated with working in isolation
- Employees will be trained in non-violent responses to threatening situations
- Employees will be trained in the proper use of the security alarm system

Employee:

While management is responsible for providing a safe work environment, employees are also expected to make every effort to assess hazards and to take steps to avoid unnecessary risks.

To ensure your safety, the SHSA has implemented the following measures:

- A security alarm system has been installed for each office location (Regina and Saskatoon).
- All field staff has been outfitted with a cell phone, a car cell phone charger, and an emergency roadside kit for their vehicle.
- In the Regina office, back door should be kept locked at all times.

This policy will be reviewed annually and revised as needed, or whenever there is a change of circumstance(s) that may affect the health and safety of the SHSA employees.

CEO: 

Date: Sept 14, 2010