



Policy Code: HS - 008

Working Alone Policy

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REVISION RECORD

Date	Version	Revision description
June 19, 2025	1	Original Working Alone Policy



1. TITLE:

1.1 Working Alone Policy

2. SCOPE:

3.1 The scope of this policy includes but is not limited to the Public Works.

3. DEFINITIONS AND ABBREVIATIONS:

3.1 Working alone: According to the Occupational Health and Safety Act.' General Regulations "working alone means": a worker is working alone at a work site and assistance is not readily available if there is an emergency or the worker is injured or ill.

3.2 Workplace: A workplace includes the Village Office, Village vehicles, Public Works Shop, Village or Heisler Landfill, Village of Heisler Lagoon, Village of Heisler Water Treatment Plant, or any area owned or operated by the Village.

3.3 Supervisor: For the purposes of this Policy, a Supervisor is anyone (Supervisor and Staff, etc) who instructs, directs or supervises staff. Supervisors are responsible for the safety of the workers under their direction.

3.4 The Village of Heisler: Referred here as the Village.

4. POLICY DETAILS:

4.1 The Village recognizes the importance of providing a safe and secure work environment for Village employees. All employees shall follow the procedures as set out in Section 5. of this policy.

4.2 With regard to the hazards associated with work being conducted on behalf of the Village, the CAO and Supervisors will ensure that working alone situations are identified and assessed by the CAO, Supervisors, and Staff.

4.3 The Village is an environment where Public Works commonly works alone. From an office/administrative setting, working alone



is not considered an unusual hazard but nonetheless, a safety awareness should be created.

- 4.4 CAO, Supervisors and employees can work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high safety risks be assessed so the hazards can be minimized or eliminated.
- 4.5 Supervisor is required, as applicable, to:
 - 4.5.1 Identify workers who may be in situations where the potential exists for working alone.
- 4.6 CAO/ Supervisor shall review and approve the *Site-Specific Working Alone Safety Plans* for their respective locations.
- 4.7 Employee:
 - 4.7.1 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.
 - 4.7.2 Have the responsibility to take appropriate safety measures, consistent with any physical condition or other impairment that poses risks.

5. Working Alone Safety Procedure:

- 5.1. When an employee is working alone it must be ensured that no worker is left unattended, the employee will follow the following procedure while working alone:
 - a. Before commencing any Village directed work, the employee must be provided a cell phone, from the CAO or Supervisor.
 - b. The employee working alone shall 'call-in' or 'message' to the CAO or Supervisor once per hour to verify that they are ok. These calls will last until such time that the employee is no longer considered 'working alone'. (i.e. Another employee joins him / her on shift, shift-end).
 - c. If the CAO and Supervisor does not hear from the employee within the hour, then they should call the individual to check on them.



- d. If there is no response from the individual working alone, the CAO or Supervisor shall physically go and check – in on the employee where he is working alone.
- e. The CAO or Supervisor will document the interaction with the employee working alone on the Working Alone Check-In List (Schedule A).

6. MONITORING, EVALUATION AND REVIEW:

- 6.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

7. ASSOCIATED DOCUMENTS:

- 7.1 The safety information in this policy does not take precedence over the Occupational Health and Safety (O.H&S.) Act and Regulations. All employees should be familiar with the O.H&S. Act and Regulations.

Council Approved: June 19, 2025

Motion # 25-06-106

Responsibility: Administration

Next Review Date: June 2028

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