

Reason for Policy:

To provide a safe work environment and promote safe work practices for employees who are required to work alone or in isolation as defined by the Occupational Health and Safety Code.

Policy Statement:

The Village of Innisfree will make reasonable efforts to schedule work to minimize the incidence of employees working alone or in isolation. However, we recognize that there are certain circumstances in which employees will be required to work alone. When employees are required to work alone or in isolation, the Village is committed to providing and maintaining procedures, which promote a safe and healthy work environment.

Principles:

Working alone applies if:

- a. A worker is working alone at a work site, and
- b. Assistance is not readily available if there is an emergency or the worker is injured or ill.

Procedures:

1. Annually Administration will review and conduct its necessary hazard assessments to identify existing or potential safety hazards in the workplace associated with working alone.
2. The Village of Innisfree will implement safety measures to reduce the risk to workers from the identified hazards.
3. The Village of Innisfree will be required to ensure workers are trained and educated to the working alone procedural guidelines so they can perform their job safely.
4. The Village of Innisfree will ensure those employees working alone have a way of communicating by radio, telephone or other electronic communication device, with their employer or a designated person in case of an emergency.
5. In the event an effective means of communication is not practicable or readily available at the worksite, the Village will either visit the worker periodically or ensure the worker contacts the employer at intervals of time appropriate to the nature of the hazards associated with the worker's work.

Mayor

Chief Administrative Officer