



# County of Wetaskiwin No. 10 Municipal Policy

Department:  
**23.0 Safety and Other**

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Title **Working Alone**

Policy No.  
**23.0.6**

## 1. Policy Statement:

1.1. The County has a responsibility to its employees to ensure that when working alone, they have some effective way of communicating with individuals who can respond immediately if there is an emergency and to minimize and eliminate risks associated with their workers who work alone.

## 2. Guidelines:

2.1. A worker is considered to be working alone if the worker works by himself or herself at a worksite in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

2.2. A worker is deemed to be working alone if they are:

2.2.1. Working separately from others in isolation/out of view

2.2.2. Without routine contact with others

2.2.3. Working outside regular hours of work

## 3. Responsibilities:

3.1. Review safe work procedures and hazard assessments to determine which tasks are defined as working alone.

3.2. Ensure workers have an effective way of communicating with their employer, supervisor or another designated person in case of an emergency.

3.3. Provide training on the functionality and limitations of working alone devices, education and regular reviews of working alone precautions.

3.4. Prepare a daily work plan so it is known where the employee working alone will be and when.

3.5. Develop protocols to establish an effective communication system that consists of (but not limited to):

3.5.1 radio communication

3.5.2 phone or cellular phone communication

3.5.3 GPS with or without FOB

3.5.4 identify a designated point of contact to maintain routine contact at predetermined intervals

3.5.5 SPOT device

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3.6. The protocols as listed in Section 3.5 will represent the minimum standards for checking in.

3.7. Employees/contractors can utilize additional check in timers depending on the level of risk.

3.8. Provision of emergency supplies for use in travelling in extreme conditions.

3.9. Develop an emergency action plan to be followed if the employee working alone does not check in when they are supposed to.

**4. Related Documents:**

4.1. Health & Safety Manual

4.2. Emergency Management Bylaw

**5. Additional Pages:**

5.1. Schedule "A" Working Alone Protocols

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## Schedule "A" – Working Alone Protocols

The following protocols are minimum standards when working alone. Management, staff or contractors can add more check in times as required or identified by level of risk. There will be **NO** negotiation on reporting at the beginning and end of shift.

### **Bank Deposits**

Any employee performing this task shall report to a designated point of contact prior to leaving and upon their return to the office.

### **Offsite Activities/After Hours**

All employees are to report to a designated point of contact prior to departure, giving exact destination and upon returning to the office.

### **Assessment Inspections**

Check in with designated point of contact prior to beginning assessments. Once back to the office, contact designated point of contact.

### **Ice Maintenance/Agriplex**

Check in with designated point of contact at beginning of shift and at the end of shift. When working alone, a 2hr status check will be required.

### **Unsightly Premises Inspections / Securing Dogs at Large (Bylaw Control)**

Check in with designated point of contact at the beginning and end of shift.

Report to designated point of contact before leaving the office, giving exact location they will be going to. Report to designated point of contact when vehicle is going in to service. Check in with designated point of contact if you need to exit the vehicle, designated point of contact will then give you a timer and check in when you are back in your vehicle. Report to designated point of contact when the vehicle is out of service.

If prior contact with resident/property owner was adversarial or abusive, assistance from a CPO can be requested.

### **Gravel Truck (Sand/Snowplow) and Solid Waste Truck**

All employees are to report to a designated point of contact at the start of their shift before leaving and at the end of their shift.

### **Graders**

All employees are to report to a designated point of contact at the start of their shift before leaving and at the end of their shift.

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### **Road Maintenance – Gravel**

All employees are to report to a designated point of contact at the start of their shift before leaving and at the end of their shift. They shall also report to said designate upon entering and exiting known communications “Black Hole” areas for prolonged periods of time.

### **Roadside Mowing**

All employees are to report to a designated point of contact at the start of their shift before leaving and at the end of their shift.

### **Transfer Station Attendant**

All employees are to report to a designated point of contact upon arrival to the County Transfer Station and also at the end of the day, prior to leaving the County Transfer Station. 4hr status checks will be required.

### **Planning & Development Site Visits**

Report to designated point of contact prior to leaving the office and upon returning to the office.

### **Fire Permit Issuance Site Visits**

Report to designated point of contact prior to leaving to perform site visit, giving the exact location you will be visiting, and upon exiting the property you are visiting.

If prior contact with resident/property owner was adversarial or abusive, assistance from the Director of Emergency Services can be requested.

### **Weed Inspections**

Report to designated point of contact prior to leaving to perform site inspection, giving the exact location(s) you will be visiting, and upon exiting the property you are inspecting.

If prior contact with resident/property owner was adversarial or abusive, assistance from a CPO can be requested.

### **FCSS – Homemakers**

Report to designated point of contact prior to the start of their shift, giving the exact locations they will be visiting, and at the end of their shift. They shall also report upon entering and exiting a property.

### **Custodian**

Report to designated point of contact prior to the start of their shift and at the end of their shift.

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### **Campground Attendants**

Report to designated point of contact at beginning of day and end of day.

### **Sustainable Agricultural Coordinator / Horticulturist**

Report to designated point of contact prior to leaving, giving the exact location(s) you will be visiting, and upon return to the office. They shall also report to said designate upon exiting and entering vehicle.

### **Community Peace Officers (CPO's)**

Check in with designated point of contact at the beginning and end of shift. Designated point of contact contacts them every 1 hour for status checks. Employee reports in with designated point of contact when in the office, so no status checks are required. When leaving the office, the employee checks in with designated point of contact so status checks are reinstated.

Report to designated point of contact when vehicle is going into service and again when the vehicle is out of service.

During vehicle checks, the officer reports to designated point of contact, the location and license plate number of the vehicle check. The designated point of contact sets an automatic 5-minute timer. The CPO can then clear the timer with designated point of contact when back in service. If the CPO does not reset the timer before the original time is up then designated point of contact will attempt to raze the CPO by radio, and then phone.

### **Utility Operators**

All employees to report to designated point of contact prior to the start of their shift and at the end of their shift. 4 hour status checks will be required.

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**If there is an issue with the radio or those who do not have access to radios, please call this number:**

**1-800-665-0338**

**YELLOWHEAD REGIONAL EMERGENCY COMMUNICATION CENTER**

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