	CARDINAL SURVEYS COMPANY Safety Management System	Doc No:	ALONE
		Initial Issue Date	JAN 2012
WORKING ALONE		Revision Date:	Initial Version
		Revision No.	01
		Next Revision Date:	N/A
Preparation: Safety Mgr	Authority: President	Issuing Dept: Safety	Page: Page 1 of 5

Purpose

CARDINAL SURVEYS COMPANY will provide a safe work environment for its employees. In doing so, CARDINAL SURVEYS COMPANY will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

CARDINAL SURVEYS COMPANY shall establish site specific procedures for employees working alone.

Objectives

To minimize risk to employees who may work alone and assistance is not readily available CARDINAL SURVEYS COMPANY will:

- Conduct written hazard assessments to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at CARDINAL SURVEYS COMPANY worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who work alone and persons capable of assisting the employee.
- Ensure all incidents (working related or otherwise) are reported, investigated and documented.
- Review the Working Alone Plan at least annually or more frequently if there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.


Key Responsibilities

CARDINAL SURVEYS COMPANY Safety Manager

- Conducts a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment given the circumstances of the work when working alone
- Responsible for the review, implementation and maintenance of the local worksite Working Alone Plan.
- Communicate this policy and its procedures to employees who work alone
- Annually review the effectiveness of the hazard controls and procedures and make improvements as required

Worksite Project Manager

- Responsible for the implementation and maintenance of the Working Alone Plan for their project and ensuring all assets are made available for compliance with the procedure.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.
- Review the hazard assessment results and provide recommendations to management to minimize or eliminate identified working alone risks.
- Review annually the effectiveness of the policy and guidelines and make changes as required by consulting with management staff and employee representatives.
- Respond to employee concerns related to working alone and communicate these to management.

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- Report all incidents of work site incidents immediately.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.

Safe Work Procedures

This procedure applies if an employee is working alone at a work site where assistance is not readily available if there is an emergency or the employee is ill or injured.

Worksite Assessment

A hazard assessment for working alone will anticipate work and travel time, weather, communication, type of work, employee medical conditions and training. The hazard assessment shall address hazards and identify control measures in order to minimize risk associated with working alone.

The hazard assessment will be conducted on a project by project or site basis as circumstances vary between locations and conditions. To assess this hazard CARDINAL SURVEYS COMPANY should review records, past incidents and identify measures or actions needed to correct any hazards. The assessment should involve:

- Participation by employees through methods such as one-on-one interviews, kick off safety meetings, etc.
- The assessment should utilize information from employees about their experiences working alone, their current concerns and their suggestions for improvement.
- Consideration for the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

Plan


CARDINAL SURVEYS COMPANY must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

Considerations such as length of time missing, weather conditions, physical fitness, must be factored into the site specific working alone program. The program must specify procedures for emergency response including provisions for contacting appropriate local officials. The program shall identify specific criteria to determine when an employee search is necessary.

Communication and Regular Contact Person System

The use of a radio, cellular/satellite phone, electronic monitoring device or another form of direct, reliable correspondence shall be used to establish an effective means of communication is established between the lone employee and designated check person.

Each site specific Working Alone Plan shall address having an established contact person. A check-in/check-out process where employees are monitored or contacted at regular intervals will be established. Individuals must be monitored at regular intervals, or the individual contacts CARDINAL SURVEYS COMPANY at pre-determined intervals based on determinations made in the hazard assessment.

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Individual(s) by job function responsible for establishing contact with the affected employee, as well as a back-up form of communication will be established for each site specific plan. The Safety Manager, Project Manager or designee is responsible for check-in with the lone employee at regular intervals.

Backup and Documentation

Backup form of communication in the event primary communication (cell phone or land line) is unavailable will be via satellite phone or if electronic communication is not practicable or readily available at the worksite, CARDINAL SURVEYS COMPANY must ensure that a representative of CARDINAL SURVEYS COMPANY or another competent employee visits the employee at regular intervals. CARDINAL SURVEYS COMPANY shall document communication employee status at the check in intervals.

These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee's work.

Limitations on or Prohibitions of Specified Activities

- No heavy equipment will be operated if a worker is alone.
- No hot work will occur if a worker is alone.
- No working at heights will occur if a work is alone and requiring a personal fall arrest system.
- Other limitations will be placed based on the site specific hazard assessment

Minimum Training or Experience

All employees will be trained (if working alone is a hazard at that location) in:

- Any revision to the written local Working Alone Plan and safe work practices.
- Being informed of working alone hazards at the CARDINAL SURVEYS COMPANY worksite and the methods used to control or eliminate them.
- The methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that presents a potential risk.
- A worker required to work alone and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.
- All training shall be documented.


Provisions of PPE

- Cold weather clothing shall be worn when appropriate if a worker is alone
- Additional PPE for workers working alone will be identified in the site specific hazard and PPE assessment process

Safe Work Practices

Controls implemented at CARDINAL SURVEYS COMPANY worksites shall, as a minimum:

- Restricted building access to buildings - card keys or regular keys after regular working hours.
- Office doors are to be locked when working alone after hours.
- Have employees check road reports and weather forecast before traveling and NOT allow travel if road conditions are dangerous.
- Develop a travel plan that includes rest breaks, a procedure for tracking overdue employees and emergency contact information.
- Ensure all CARDINAL SURVEYS COMPANY vehicles are to be equipped with cell phones or radios and first aid kits.

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- Advise employees to travel with another employee when possible.
- Advise employees to park close to the building in the evening.
- Post signage, emergency contact information, and develop a communication system.
- Report suspicious activity to security or a supervisor.

Provision of Emergency Supplies

- All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- Workers working alone shall have spare batteries for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.
- If an employee requires personal medication, they must ensure they have sufficient supplies available.

Review & Updating Working Alone Plan

- The hazard assessment and Working Alone Plan at each CARDINAL SURVEYS COMPANY worksite must be reviewed at least on an annual basis or more frequently if there is a change in work processes or arrangements which could adversely affect an employee's well-being are introduced or changed.
- The local Working Alone Plan shall also be revised if there is any indication or report that the plan is not working effectively or needs changing.

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WORKING ALONE ASSESSMENT & GUIDELINES FOR CARDINAL SURVEYS COMPANY WORKSITES

Location:			
Evaluated By:			
Original Date:		Signature:	
Revision Date:		Date:	

Hazardous Activities

Hazard:	Actions to minimize Risk:
<i>Indicate working alone hazards</i>	<i>Indicate actions taken to minimize risks</i>

Emergency Phone Numbers

Number	Contact:	For:
<i>Indicate #</i>	<i>Indicate source information; i.e., security</i>	ANY emergency: medical, fire, etc.
		Suspicious Person
		General Inquiries
		Need for employee escort
		Maintenance Emergencies
		Information

Location of Resources

<i>Indicate location</i>	<i>(examples shown)</i>
	fire extinguisher
	first aid kit
	telephone
	telephone backup (radios or emergency buttons for worksite security)

Restricted activities when Working Alone

<i>Indicate restricted activities (no driving, locked doors, etc.)</i>

A copy of this form shall be supplied to the CARDINAL SURVEYS COMPANY Safety Manager and the Guidelines be reviewed no less than annually.