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I. GENERAL

GALLANT BUILDERS will ensure that the hazards associated with exposures to employees working alone are evaluated and that information concerning their hazards is transmitted to all employees. This Program is intended to address the issues of evaluating these potential hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees required to work alone.

II. INTRODUCTION

GALLANT BUILDERS will establish specific practices and procedures to minimize the risks of injury to our employees, due to the nature of their work, are required to work alone and may require emergency assistance during the course of working alone.

III. PURPOSE

The Working Alone policy and procedures are intended to promote employee awareness and facilitate employee safety when they are working alone. GALLANT BUILDERS will ensure that there are safety plans in place for those who work alone. GALLANT BUILDERS will ensure, applying all reasonable measures, the protection of employees who are performing their duties in areas or under conditions where they are required to be on their own.

IV. SCOPE

This policy applies to all employees who work on GALLANT BUILDERS premises or those who may be required to work in the field. Workers who are required to work alone may require assistance if they are exposed to conditions that may result in a job related injury, health impairment of any kind, or other adverse conditions.

V. RESPONSIBILITIES

SAFETY MANAGER:

- Monitor applicable legislation to ensure the Working Alone policy is up to date and incorporates any new or revised regulatory requirements.
- Provide consultation to supervisory staff in the development of departmental and site-specific working alone plans.
- Coordinate the development of department and site-specific working alone plans.
- Develop, modify and update as required a standard working alone checklist to be used as the basis for documentation of objective information concerning the specific working alone requirements.
- Audit to determine the effectiveness of the Working Alone procedure.

SUPERVISOR RESPONSIBILITIES:

- Identify risks or hazards associated with the work to be performed or the environment where the work is to be done.
- Conduct and document a risk/hazard assessment for each different (specific) type of work or work location that can be deemed to be a working alone situation.
- Communicate the results of the risk assessment to all affected workers and others conducting similar work.
- Provide written working alone procedures in their area of responsibility in order to eliminate or minimize identified risks.
- Develop effective methods of communication for those who require emergency assistance, depending on the specific work, location of the work, and nature of the work. (For example: cell phones, radio, and pager). When electronic devices are not feasible, an effective contact system must be established (For example: check-in procedures and periodic site visits requiring worker to check in after the completion of specific tasks). The length of time a worker may be out of contact with a supervisor (the frequency of regular communications) must be based on the result from the risk assessment.
- Document when working alone is permitted and/or prohibited and ensure this is effectively communicated to all workers.
- Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- Provide adequate staffing (for example: buddy system) for hazardous tasks performed at off-hours or remote locations.

WORKER RESPONSIBILITIES:

- Participate in the working alone risk assessment and risk management decisions with the supervisor.
- Follow safe work practices outlined in safe work procedures.
- Maintain regular communication as directed by supervisors.

WORKING ALONE PROHIBITED

There are certain situations where working alone will not be permitted. Working alone will be prohibited under the following circumstances:

- Confined Space Entry
- Working on energized electrical conductor or equipment
- Power line hazards: Use of a vehicle, crane, or similar equipment near a live power line where it is possible for any part or the equipment or its load to make contact with the live power line.
- View obstruction: A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel.
- The use of fall arrest equipment and scaffolds.
- Quick-acting, acutely toxic material as described by the Safety Data Sheet (SDS).
- Use of supplied air respiratory equipment or self-contained breathing apparatus.
- Risk of drowning.
- Welding operation where a fire watcher is required

- Tasks which, based on the risk assessment conducted by the supervisor in consultation with the employee and EH&S are deemed to require more than one person.

COMMUNICATION

The Working Alone procedure may include the following to ensure the most practical and effective means of communication:

- Portable or cell telephone,
- Walkie-talkie,
- Personal alarm or pager,
- Buddy system,
- Check-in system and requirement for updating an individual's status while working alone, or
- Any other method that may be considered most effective to the specific department's safe operations.

Each working alone scenario will use these communication options, either singularly or in combination in the development of a site-specific working alone communication plan.

GUIDELINES FOR CONDUCTING WORKING ALONE RISK ASSESSMENTS

There are a number of scenarios that call for jobs having working alone situations. It is essential that employees and their supervisors work together to develop safe work procedures. It is mandatory that the working conditions or circumstances that present high safety risks be assessed so the probability of accident or injury can be minimized. Supervisors and employees will evaluate working alone assignments on a case-by-case basis and will consider the following risk factors for working alone:

- Tasks and hazards involved in the work to be performed.
- worst case¨ scenario. This will be accomplished by asking
- Likelihood for other persons to be in the area.
- Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace.
- Emergency response time.
- Worker's training and experience.
- Worker's physical handicaps or any preexisting medical conditions.
- Frequency of job supervision, if at all.
- The time or shift when the job is to be done.
- Whether the individual is accustomed to working alone.

Supervisors shall provide written working alone safety plans for the safety and security of persons working alone. Safety plans shall include:

- Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- Procedures to eliminate or minimize the identified risks (e.g., buddy systems);
- Methods of communication by which the workers can secure emergency assistance and how emergency assistance will be provided in the event of incidents or accidents. An effective means of

communication must be established between the lone employee and the supervisor. 2-way radios will be used as the primary and personnel cell phones shall be used as a secondary means of communication in the field. The office manager/ phone number will be used as a back form of communication.

- The length of time a worker may be out of contact with a supervisor (i.e., the frequency of regular communications); and
- Confirmation where and when working alone is permitted. Individuals must be monitored at regular intervals, or the individual must contact the supervisor at pre-determined intervals based on determinations made in the risk assessment.

Supervisors must review working alone safety plans with affected employees with particular emphasis on safe work procedures and the provision of assistance to employees at risk due to infrequent supervision, intermittent communication, or physical isolation. Completed working alone plans must be copied to the employee, department Chairs, and to EH&S. Written safety plans should be reviewed and updated, if required, at least annually.

VI. EMERGENCY PROCEDURES

All communications during an emergency should be on *(indicate: radio channel, word of mouth, telephone, or other pre-arranged form of communication) to the site supervisor*. All personnel will be informed of the emergency by *(indicate: radio channel, word of mouth, telephone, air horn, whistle or other pre-arranged form of communication)*

All affected personnel will be required to observe the following procedures in the event of an emergency:

- Stop all work activities.
- If possible, shut down all equipment, energy sources and ignition sources.
- All employees are to proceed, if safe to do so, to their designated meeting place at using designated evacuation routes.
- Upon reaching the muster area or meeting place, all workers are to check in with their supervisor.
- Supervisors are to report to GALLANT BUILDERS management after taking a head count and report any unaccounted for employees.
- All workers are to take all necessary steps to keep non-essential personnel away from the evacuated area.
- All workers are to cooperate fully with emergency services personnel.
- No one is to re-enter secured areas until the all clear is given by the authorities (Fire Department, etc.) and GALLANT BUILDERS Management.

EMERGENCY CONTACT INFORMATION:

Please refer to the following table for all emergency contact information for the facility. This table will be updated as needed project/ facility specific and reviewed for accuracy periodically by the team.

Service	Name	Emergency Contacts: Phone & Email
External:		
Ambulance		**911**
Police		**911**
Fire		**911**
Internal:		
Office Manager		
Project Manager		
Safety Manager		
Site Supervisor:		
Other:		

VII. DEFINITIONS

High Risk Activities - Activities where the potential for the occurrence of accidents or injuries is deemed to be highly likely and where the severity of the injury or accident will bring serious consequences. High risk activities include the following:

- Working from heights
- Working in confined spaces (under the current EH&S policy, a worker is not permitted to work alone in a confined space)
- Lock out/tag out
- Working with electricity (See the Electrical Safety Policy)
- Working with hazardous substances or materials
- Working with material under high pressure
- Working where there is a possible threat of violence
- Working in isolation from first aid services or immediate/emergency assistance

Low Risk Activities - Activities where the potential for the occurrence of accidents and injuries is deemed to be highly unlikely and where the severity of an accident or injury is generally thought not to have serious consequences.

Risk Assessment - Individually and collectively, supervisors and workers are required to assess the conditions or circumstances under which an employee may be working alone to determine the risks, the level of risk, and prevention measures required to reduce those identified risks to acceptable levels. A critical part of the risk assessment is the determination of emergency assistance procedures

Working Alone - Individuals are considered to be working alone when they are working by themselves in an office, vehicle, laboratory, workshop, field site, or any area owned or operated by GALLANT BUILDERS or place where work is being conducted for GALLANT BUILDERS. Assistance, in the event of an injury, illness, or emergency, is not readily available to the individual.

Emergency Assistance - A means of communication to gain assistance in the event of an emergency involving an accident or serious injury, illness, or threat of violence.

After Hours - The period of normal¨ weekday or shift operations cease.

Field Work - Field work consists of work activities conducted for the purpose of study, research, or training that are undertaken by faculty, staff or students of GALLANT BUILDERS at locations outside the geographical boundaries of GALLANT BUILDERS facilities.