

	Title	Working Alone	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	2.3	Revised	05 Jan 2026

1. Policy Statement

You may work by yourself, but you are never on your own.

Artistic Stairs is committed to ensuring the safety of any employee required to work alone. We will provide an effective communication system and a responsive emergency procedure to ensure that if a lone worker needs help, they get it immediately.

2. Purpose & Scope

- **Purpose:** To establish a communication and monitoring system for workers working alone, in compliance with *Part 28 of the Alberta Occupational Health and Safety Code*.
 - **Scope:** Applies to any worker who is the only worker of the employer at a work site, in circumstances where assistance is not readily available in the event of an injury, ill health, or emergency.
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3. Roles & Responsibilities

- **Management:**
 - Provide the equipment necessary for effective communication (e.g., cell phones, satellite phones, radios).
 - Establish an after-hours contact person if working alone occurs outside standard shifts.
 - **Supervisors:**
 - Conduct a hazard assessment to determine if it is safe for the worker to work alone.
 - Establish the "Check-In Interval" (time between contacts) based on the risk.
 - Act immediately if a worker misses a scheduled check-in.
 - **Workers:**
 - Ensure their communication device is fully charged and functioning before starting work.
 - Adhere strictly to the assigned check-in times.
 - Report any situation where the communication system fails.
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4. Procedures & Standards

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Hazard Assessment

Before a worker is assigned to work alone, the Supervisor must understand the Working Alone Risk Assessment to consider:

1. The location and nature of the work.
2. Availability of emergency services (e.g., remote vs. urban).
3. The method of communication.

Communication System

- **Primary Method:** Cell phone (text or call) or 2-way Radio.
- **Secondary Method:** Landline or Satellite device (for remote areas without coverage).
- **Automated Systems:** If using a lone-worker app or device, it must be tested prior to use.

Check-In Intervals

The frequency of contact is determined by the risk level of the work:

- **High Risk (e.g., confined space, heights, electrical, remote roads):**
 - *Working alone is generally prohibited.* If unavoidable, check-in every **1 hour** maximum.
- **Moderate Risk (e.g., standard construction tasks, shop work):**
 - Check-in every **2 to 4 hours**.
- **Low Risk (e.g., office work, travel on major highways):**
 - Check-in at **Start of Shift** and **End of Shift**.
- Regardless of the risk level or check-in frequency, all lone workers must perform a final check-in with their designated contact at the end of their shift or upon safely departing the worksite.

Missed Check-In Procedure (Emergency Response)

If a worker fails to check in within 15 minutes of their scheduled time, the Supervisor/Designate must follow this escalation protocol:

1. **Attempt Contact:** Call/radio the worker immediately (wait 5 minutes).
2. **Second Attempt:** Call again. Text. Call a secondary site contact if available.
3. **Initiate Search:** If no contact is made within 30 minutes of the missed check-in:
 - Send a delegate to the worker's last known location; OR

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- o Call emergency services (911) if the location is remote or high-risk.
- o *Do not assume the worker just "forgot." Assume they need help.*

Prohibited Work

Working alone is strictly prohibited for:

- Entry into a Confined Space (requires a tender).
- Working on energized high-voltage electrical equipment.
- Trenching/Excavation entry deeper than 1.5 meters.

5. References & Legislation

- **Alberta OHS Code:** Part 28 (Working Alone)
- **Related Forms:**
 - o Working Alone Risk Assessment Form
 - o Daily Check-In Log