



Working Alone

May 16, 2008

The intent of the Working Alone policy is to promote worker awareness and facilitate worker safety when they are working alone.

The working alone policy applies when:

1. A worker is working by themselves in an office, vehicle, laboratory, workshop, field site, or any area owned or operated by the University of Calgary.
2. Assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

Working alone is prohibited when the work involves:

- Confined space entry
- An installation, equipment, or conductor operating at a nominal voltage of 300 volts or more, except while testing equipment or troubleshooting.
- Electrical systems rated at more than 750 volts.
- Trenches
- A portable ladder that exceeds 6 metres in length and is not securely fastened or work with a ladder that is likely to be endangered by traffic
- The use of fall arrest equipment and movable scaffolding above 4m (or three sections)
- Machine and power tools that could cause a critical injury
- Quick-acting acutely toxic material as described by the Material Safety Data Sheet
- Use of supplied air respiratory equipment or self-contained breathing apparatus is required
- Risk of drowning
- 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
- A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel
- Welding operation where a fire watcher is required
- Handling of animals capable of causing critical injury or paralysis and/or life threatening zoonotic disease
- 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.

Working Alone (e.g. URC/Core Lab/or any other isolated facility such as SB002)

- Staff and students who work alone in isolated Geoscience facilities, whether after hours or during the day, should develop a call-in protocol with another individual on the main campus with whom they will check in at least every 2 hours (via phone or email). The worker must provide the check-in person with a location and applicable phone numbers.



If a check call is missed, the check-in person must be prepared to either (1) first try calling the person on the land or cell phone numbers that were provided or (2) physically check on the person at the remote location. .

- Campus Security is developing an On-Line Working Alone system which will require a individual working alone to log in and out. Failure to log out at the prescribed time will result in a callout or visit from Campus Security. This system will only work for persons working on the campus and will not include any field work. This system is not operational at the present time but is in the process of being setup.