



WORKING ALONE

Toolbox Talks are intended to facilitate health and safety discussions on the job site.

Working alone means working at a worksite as the only worker of the employer or contractor, where help is not readily available if the worker is injured, becomes ill, or faces an emergency. Working alone may also include working at an isolated place of employment.

Under Saskatchewan occupational health and safety requirements, the employer or contractor must identify the risks related to the work conditions, the work location, and the level of isolation. This must be done in consultation with the occupational health committee, the representative, or workers where there is no committee or representative.

The employer or contractor must take all reasonably practicable steps to eliminate or reduce the risks identified. These controls must include an effective communication system suitable for the risks involved. This may include radio communication, phone or cellular phone communication, or another effective method.

Additional controls may include:

- ✓ Regular contact with the worker.
- ✓ Limits on, or prohibition of, specific high-risk activities.
- ✓ Minimum training, experience, or competency requirements.
- ✓ Required personal protective equipment.
- ✓ Safe work practices or procedures.
- ✓ Emergency supplies for travel in extreme cold or other severe weather conditions.

Working alone is not automatically prohibited, but it must be properly assessed, controlled, and monitored. Workers must understand the communication procedure, check-in requirements, emergency response process, and any task-specific controls before working alone.

Key Points to consider are:

- ✓ Do you know whether you are working alone or at an isolated place of employment?
- ✓ Has the working-alone risk assessment been completed and reviewed with you?
- ✓ Do you understand the hazards and controls for the task and location?
- ✓ Do you have an effective way to communicate, such as a phone, cellular phone, radio, or other approved system?
- ✓ Do you know how often you must check in and who you must contact?
- ✓ Does your appointed contact know your location, work plan, and expected return or completion time?
- ✓ Do you know what to do if you miss a check-in?
- ✓ Do you know what to do in an emergency, injury, illness, or threatening situation?
- ✓ Are there any activities that are restricted or not permitted while working alone?

- ✓ Have you received the required training and instruction for the work?
- ✓ Do you have the required personal protective equipment?
- ✓ Are emergency supplies available if travel or weather conditions require them?
- ✓ Report defective equipment, missed check-ins, unsafe conditions, incidents, and injuries to your supervisor or manager.

✓ **Toolbox Attendance**

Questions? _____

Concerns? _____

Days since Last Incident: _____

Supervisor/Meeting Leader: _____ Date: _____

Signatures of attendees:

Manager review comments:

Manager signature: _____ Date of Review: _____