



Fuerste Vaccination Services Working Alone Procedure

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Contents

1.0	Purpose	3
2.0	Scope.....	3
3.0	Responsibilities	3
4.0	Reference Documents.....	3
5.0	Procedure.....	4
5.1	Assessing Risk.....	4
5.2	Person Check Procedure	4
5.3	Training	5
5.4	Reporting Hazards.....	5
	History Record.....	6
	Appendix A: Person Check Register	7

1.0 Purpose

This document provides a standard process for conducting safety checks and protocols for working alone at Fuerste Vaccination Services.

2.0 Scope

The working alone procedure will be executed any time:

1. An employee is working in circumstances where assistance would not be readily available to the employee:
 - a. In case of an emergency
 - b. In case the worker is injured or in ill health

To determine whether assistance is readily available, determine the following factors:

- a. Are other people in the vicinity of the employee?
- b. Are those people aware of the employee's need for assistance?
- c. Are they willing/able to provide assistance?
- d. Are they able to provide assistance in a timely manner?

3.0 Responsibilities

The Crew Supervisor, Technical Services Specialist, HR Manager, and Business Operations Manager are responsible for being available to execute this procedure when one or more employees are deemed to be working alone.

The employee who is planning on working alone, is responsible for notifying one of the above responsible persons prior to the commencement of working alone so this procedure can be carried out.

The HR Manager is responsible for:

- Maintaining the check-in records on the SharePoint
- Performing an annual review of this procedure and making revisions as necessary
- Ensuring this procedure is effectively communicated to all involved parties and executed as necessary

4.0 Reference Documents

- ✓ WorkSafe BC OH&S Regulations 4.2
- ✓ Person Check Register

5.0 Procedure

5.1 Assessing Risk

- 5.1.1 Any hazards that pose a risk to the employee who is working alone, will be communicated to the employee prior to them working alone.
- 5.1.2 Risk Assessments will have been completed at each worksite that requires an employee to potentially work alone. Hazards such as motor vehicle accidents, falls, sprains, strains, chemical exposure, and lockout by maintenance shall all be assessed during the risk assessment.

Corrective action plans need to be considered in the following order:

1. **Removal.** Remove the problem by substituting materials, redesign, or automation.
 2. **Reduction.** Reduce the hazard through engineered controls.
 3. **Reduction of exposure.** Administrative controls limiting use and/or durations of use.
 4. **Protect.** Use of personal protective equipment or containment devices.
- 5.1.3 Risk assessment results will be communicated to all employees, specifically those who are required to work alone.

5.2 Person Check Procedure

- 5.2.1 The employee commencing work that is deemed to be alone, shall notify either the Crew Supervisor, Technical Services Specialist, HR Manager or Business Operations Manager and confirm their availability to carry out the person check procedure.
- 5.2.2 The Person Check Register (see appendix A) will be initiated by the person responsible for performing the regular interval checks. Prior to departure, the employee working alone must provide pertinent information such as the vehicle taken, license plate number, worksite destination and the type of work to be performed.
- 5.2.3 Intervals for contact will be determined by the following factors but no more than 2 hours:
- Length of commute to destination
 - Available cell service during commute to destination
 - Nature of the work being performed

The employee deemed to be working alone and the person responsible for performing the person check procedure will agree on the interval frequency prior to the employee working alone and it will be recorded on the Person Check Register.

5.2.4 The person responsible for carrying out the person check procedure will punctually contact the employee working alone at the interval time agreed to. The completed checks will be recorded in the Person Check Register. If the person working alone is unable to answer the call or text, they shall attempt to reach their contact person within five minutes of the call/text.

If no contact is made at the predetermined time, the person responsible for making contact will attempt to reach the employee again 5 minutes later. If contact is still unsuccessful, and the employee does not return the call/text within an additional 5 minutes, the following actions will be taken by the contact person:

- a) Contact the hatchery to have someone check on the employee
- b) Contact another employee who may be close enough to the hatchery to physically go and check on the employee
- c) If necessary, call 911 and request help to the applicable work location
- d) If necessary, call the employee's emergency contact(s)

5.2.5 In addition to regular interval checks, contact must be made between the employee who was working alone and the contact person once working alone is complete. The contact person shall record this contact in the Person Check Register.

5.3 Training

5.3.1 Any employee working alone, will be adequately trained in their job duties prior to working alone (ie: NFT machine maintenance). Until the employee is fully trained and comfortable performing their work duties, an adequately trained employee will accompany the employee to prevent working alone.

5.3.2 Employees working alone will be instructed to not perform any tasks that training has not been provided for.

5.3.3 All staff will be trained on the working alone procedure and person check procedure prior to working alone. Training will include this procedure including proper reporting as well as any identified hazards that were identified during the risk assessment and prior incidents.

5.4 Reporting Hazards

5.4.1 All employees working alone shall report any hazards to the HR Manager within 24 hours of the hazard being identified with as much detail as possible.

5.4.2 Near-miss forms, first aid reports and WorkSafe BC Form 6's shall be completed and submitted as per Fuerste Vaccination Services' Injury and Accident Reporting policy.

History Record

Date	Reason for Change	Revision	Revision Author
December 16, 2020	Creation of procedure	Procedure created in entirety	Jennifer Llewellyn

Appendix A: Person Check Register

Working Alone Check-In Register										Check-In #1		Check-In #2		Check-In #3		Check-In #4		Check-In #5		Comments
Name of Employee	Date	Destination	Time Left	Vehicle Make	License Plate	Nature of Work being Performed	Check-In Intervals (not to exceed 2 hours)	Contact Person	Time of Call	Contact Made (Y/N)	Time of Call	Contact Made (Y/N)	Time of Call	Contact Made (Y/N)	Time of Call	Contact Made (Y/N)	Time of Call	Contact Made (Y/N)		