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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |
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| Related Documents: | * Contact Phone Numbers * Working Alone Policy | |
| When to use this SWP: | Special care must be taken to protect employees, property and the public when they are working in areas where they are vulnerable to the public or alone. | |
| Hazards & Risks: | * Personal Attack * Robbery | |
| Personal Protective Equipment: | CSA approved PPE for the task performed. | |
| Training Requirements: | * Working Alone Policy | |
| Communication Process: | * Have a process in place to ensure the health and safety of lone workers. Workers to have a contact person to check in with at designate time intervals. | |
| **Equipment & Supplies:** | * First Aid Kit * Fire Extinguisher * Cell/Smart Phone or two-way radio | |
| **Practice:**   1. Assigned tasks must be appropriate for a single person. 2. Assess hazards of the work to be performed. 3. Worker must check in with a designated person every hour. 4. Worker must stop work if tired, overheated or too cold, as these conditions are dangerous if no one is there to monitor. 5. Carry a cell/Smart phone. 6. Have a designated contact person. 7. Know your surroundings and be experienced in the work to be performed. 8. Always follow safe practices & procedures.   Procedure:   1. Document who will be working alone at on the farm between the hours of \_\_\_\_\_\_ am/pm and \_\_\_\_\_\_ am/pm on the following days of the week. 2. The worker is responsible for checking in with the designate person at set intervals. 3. The worker will check in with designate person hourly until the complete of the day. 4. Keep records of the contact with the Designate check in person. 5. Method of contact will be by cell/smart phone, face-to-face, or text. 6. If the worker cannot be reached or does not respond within (5 minutes), the designated contact person will arrange for face to face contact to be made with the employee by driving to the site, calling the farm owner, or RMCP). 7. If the worker encounters an unsafe situation while working alone, the worker is to immediately alert the designated contact person and, if deemed necessary, the RCMP. 8. As part of the worker’s orientation, the supervisor will review these procedures and provide copies to the worker and the designated contact person before the worker commences working alone. 9. Working alone procedures developed for this work location will be reviewed at least annually or more frequently if there is a change in work arrangements which could adversely affect the worker’s well-being or if the reporting system is not working effectively. The worker and/or the designated contact person are expected to inform the farm owner of any concerns they may have with the reporting system. | | |
| EMERGENCY PROCEDURES: | | In case of emergency, contact 911 and the farm owner immediately. Remove yourself from harm’s way and ensure no one else is at risk. |