**<< Farm Name >> WORKING ALONE POLICY**

**PURPOSE**

<< Farm Name >> has adopted this Policy to protect the safety of workers who work alone or in isolation as required by the Nova Scotia Occupational Health and Safety Violence in the Workplace Regulations and the Occupational Health and Safety Act.

**Definitions**

**Competent** means possessing knowledge, experience, and training to perform a specific duty safely and effectively;

**PPE** means personal protective equipment;

**Practicable** means possible given current knowledge, technology and invention; and

 **Work alone means to work on the farm as the only worker of << Farm Name >> at the farm, in circumstances where assistance is not readily available to the worker in the event of injury, illness, or emergency.**

**POLICY STATEMENT**

<< Farm Name >> recognizes that working alone or in isolation without co-workers to look out for them may expose workers to additional risks and leave them without help in case of injury or illness. Where practicable, << Farm Name >> will avoid requiring workers to do their jobs alone or in isolation. Where this is not practicable and workers are required to work alone or in isolation, << Farm Name >> will take steps to either eliminate or reduce the risks posed to them in accordance with this Policy.

**SCOPE**

**Workers Protected by This Policy**

The intent of this Policy is to protect the health and safety of all workers engaged to work at << Farm Name >> who work alone or in isolation regardless of who pays or employs those workers, including:

* Full- or part-time workers and seasonal workers employed by << Farm Name >>;
* Contractors engaged to perform work on the farm;
* Volunteers or visitors who work on the farm for free; and
* Workers employed by contractors to perform work on the farm under a contract with << Farm Name >>.

**When Working Alone or in Isolation Is Prohibited**

The following operations must not be performed by a worker working alone or in isolation:

* Installation or operation of equipment with a nominal voltage of 300 volts or more;
* Application or use of chemicals or substances classified as “hazardous products” under the Workplace Hazardous Materials Information System regulations and which the Safety Data Sheet for the hazardous product describes as being quick-acting acutely toxic material;
* Operations requiring use of supplied air respiratory equipment or self-contained breathing apparatus;
* Use of a vehicle, equipment/implement/trailer/box or similar equipment near a live power line;
* Operations involving mobile equipment that require the presence of a traffic control person;
* Other tasks indicated in the safe work practices as requiring a safety attendant or other person to be present such as work in an atmosphere that is immediately dangerous to life and health; and
* Any other tasks that << Farm Name >> deems to be too dangerous to allow a worker to perform while working alone or in isolation.

**ROLES & RESPONSIBILITIES**

**<< Farm Name >>**

The owner of << Farm Name >> considered “employers” under the Act are responsible for the overall development, implementation, and review of this Policy, including ensuring that:

* The required hazard identification for working alone and in isolation is carried out with workers at the workplace;
* The appropriate safety and security measures, including but not limited to safe work procedures for working alone and in isolation are selected, developed, and implemented effectively;
* All communication, emergency equipment, and PPE required to implement this Policy is provided;
* All affected workers receive the training and instruction they need to carry out their roles and responsibilities under this Policy and applicable safe work procedures;
* This Policy is appropriately reviewed.

**Workers**

Workers are responsible for knowing and carrying out their obligations under this Policy, including:

* Providing input into the development of safe work practices that affect them;
* Ensuring they receive adequate training and instruction on the hazards of working alone or in isolation and the safe work practices in place to protect them;
* Following the applicable safe work practices when working alone or in isolation or serving as a contact person to another worker working alone or in isolation;
* Properly using any communication or emergency equipment required for the operation involving working alone or in isolation; and
* Immediately notifying the farm owner of any defects in communication or emergency equipment.

**HAZARD IDENTIFICATION**

<< Farm Name >> will ensure that before assigning a worker(s) to work alone or in isolation, a competent person, identifies the hazards posed to those worker(s).

**HAZARD CONTROL**

Where the above hazard assessment identifies a hazard to the worker(s) working alone or in isolation, << Farm Name >> will take all practicable steps to eliminate or reduce the identified risks before the worker(s) starts a work assignment involving exposure to that hazard, including but not limited to establishing an effective communication system consisting of:

* Radio communication; or
* Phone or cellular phone communication; or
* Any other means that provides effective communication in view of the risks involved.

Additional steps that << Farm Name >> will consider to protect identified risks to workers working alone and in isolation include:

* Regular contact by designated personnel with the worker working alone or in isolation;
* Limiting or prohibiting the kind of activities the worker can perform while working alone or in isolation;
* Establishment of minimum training, experience, or competency levels that workers must meet to be permitted to work alone or in isolation;
* Providing PPE to workers working alone or in isolation;
* Establishing safe work procedures for working alone or in; and/or
* Providing emergency supplies for workers working alone or in isolation for use in travelling under conditions of extreme cold or inclement weather conditions.

If practicable, the farm will work with workers to determine which steps above are needed to control the identified hazards or dangers while the worker is working alone or in isolation.

**SAFE WORK PRACTICES & PROCEDURES**

Where necessary to control identified risks to workers, << Farm Name >> will develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation that may include:

* Specification of required time intervals between checks;
* Procedures to follow in case the worker cannot be contacted, including provisions for emergency rescue;
* Designation of a contact person who is responsible for establishing contact with the worker at predetermined intervals and recording the results in a log;
* The requirement that a check be performed at the end of the work day.

**TRAINING & INSTRUCTION**

Workers assigned to work alone or in isolation and individuals assigned to serve as contact persons in accordance with a safe work procedure above will receive training and instruction in the safe work procedure and system of checking the worker’s well-being before being required or permitted to carry out their work. New and young workers will receive training in this Policy as part of their safety orientation training.

**CONTRACTORS**

<< Farm Name >> contractors hired to perform work at its work sites that requires workers to work alone or in isolation are:

* Notified of the hazards posed to workers working alone or in isolation;
* Notified of the terms of this Policy, << Farm Name >> safe work procedures, and other safety or security measures affecting workers performing those operations;
* Required to ensure that their own workers comply with the terms of this Policy and applicable << Farm Name >> safe work procedure for working alone or in isolation.

Contractors hired to control work at << Farm Name >> work on the farm that requires workers to work alone or in isolation, will provide such workers protection at least as great as the protections afforded by this Policy either by:

* Directly applying the terms of this Policy and applicable << Farm Name >> safe work procedures to the operations requiring workers to work alone or in isolation and assuming the obligations assigned to << Farm Name >> as employer under the Policy and safe work procedures.

**REVIEW**

<< Farm Name >> will review this Policy as well as the hazard identifications, assessments, safe work practices and procedures, and other measures implemented under the Policy at least once a year or in response to a change in circumstances that may affect workers’ health and safety.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* The safety information in this policy is to be used in conjunction with all applicable Federal and Provincial Legislation.