Date: _____

Supervisor/Department: _____

WORKING ALONE

Actsafe's Toolbox Talks are intended as an informational resource for employers and supervisors to use to deliver a safety talk on a specific subject. A toolbox talk can be an effective way of refreshing workers' knowledge of safe work procedures and sharing information with more experienced workers.

Working Alone

If a worker cannot be seen or heard by persons capable of providing assistance that is readily available, then he or she should be regarded as working alone or in isolation. In order to determine whether or not assistance is readily available, the following conditions should be considered:

- **Presence of others:** Are other people in the vicinity?
- **Awareness:** Will others capable of providing assistance be aware of the worker's needs?
- **Willingness:** Is it reasonable to expect those other persons will provide assistance?
- **Timeliness:** Will assistance be provided within a reasonable period of time?

Providing workers with electronic means of communication, such as a phone, radio, or personal alarm, does not guarantee that the condition of "assistance that is readily available" has been met. A "person check" system alone is also unlikely to meet the "readily available" test.

Checking on the well-being of workers

The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation. This may include:

- Requiring workers to call in on a regular schedule, for example, every 60 minutes
- A designated person checking-in on your worker's well being on a regular basis
- Using technology such as Checkmate or SafetyLine apps to handle worker monitoring

What procedures have been put in place by your production to address working alone situations?

Employers should have a section in their safety program guide that outlines what the production's policy and procedures are around working alone or in isolation. Once you have consulted your production's safety program manual, **add those procedures to this toolbox talk**.

Additional Resources

Actsafe's Working Alone Video: https://youtu.be/Gqdi17YObkU

Attendees (attach Sign-in Sheet if needed):

Name	Initials	Name	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

info@actsafe.ca

www.actsafe.ca

604 733 4682

#140 - 4259 Canada Way, Burnaby, B.C., V5G 1H1