

Working Alone Policy and SOP

Originator:	Monika Soos	Date of Creation	October 2011
Effective Date:	Immediately	Last Review Date:	February 2019

1. PURPOSE

To ensure as far as is reasonably possible, the health and safety of staff who may work alone:

- Regulatory restrictions prohibiting individuals from working alone are known and observed
- Working alone situations are identified and assessed jointly by supervisors and the person working alone.
- Standard Operating Procedures (SOPs) are developed as warranted by an assessment of the risk associated with the Working Alone situation under review;
- Training and instruction is provided to all individuals covered by a Working Alone SOP.

To ensure compliance with the Occupational Health and Safety Act and Regulations, Statutes and Codes pertaining to the safety of persons working alone.

2. SCOPE

All staff who work alone.

3. RELATED DOCUMENTS

- BC Occupational Health and Safety Act.
- Lockout/Tagout SOP.
- Edgebander SOP
- Sliding Saw SOP
- Sofo Kitchens Safety Orientation and Training Program

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4. RESPONSIBILITIES

Role of Supervisor:

The supervisor shall: perform an assessment, in consultation with the worker, by evaluating work assignments on a case-by-case basis, considering the following criteria:

- is there a regulation, code or existing policy that prohibits a person from working alone on the task being assessed;
- tasks and associated hazards involved in the work being assessed;
- consequences resulting from a worse case scenario;
- possibility that an injury or incident could prevent the employee from calling from or leaving the area;
- personal safety issues for individuals working alone after regular working hours, taking into account the potential for harassment and violence;
- potential for other people to be in the area if emergency assistance is required;
- emergency response time;
- security of the work area;
- employee's / student's training and experience;
- physical disabilities or medical conditions;

5. Role of Worker :

The Worker shall:

- participate in the evaluation of the risks associated with tasks which involve persons working alone; and
- follow the procedures outlined in any Standard Operating Procedure implemented for their protection.

6. Standard Operating Procedures (SOPs):

If, after consultation with the involved individual(s), it is decided that they can work alone safely under controlled conditions, the supervisor shall provide a Standard Operating Procedure that includes but shall not be limited to the following:

- identification of the individual(s) and work location;
- identification of the possible risks that may arise out of or in connection with the work to be performed;
- the required communications system i.e. radio, telephone, buddy system, etc.;
- the procedures to eliminate or minimize the identified risks;
- details of how emergency assistance will be obtained in the event of an injury or incident which may endanger the health and safety of the person working alone; and
- the SOP shall be kept on file and procedures updated as necessary

NB. Working Alone Procedures can be included in the project or task SOP. This may include existing working procedures.

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1. Safety Procedures in Place to Minimize Risk:

Work:

(a) Work related safety procedures reviewed and work area assessed for safety hazards. Please see image below:

(b) Work area secured against unauthorized ingress to the area.

LOCATION OR CIRCUMSTANCE OF WORKING ALONE OR IN ISOLATION	HAZARDS ENCOUNTERED	RANKING OF RISK (HIGH, MEDIUM, LOW)	WORKING ALONE PROCEDURE REQUIRED (YES/NO)
Working with saw	Cuts, amputations, lacerations, kickback	High	Yes
Working on CNC	Electrical shock, dust, noise	Low	Yes
Working with airpinner	Air supply, projectile, punctures	High	Yes
Working with Edgebander	Pinching, electrical, crushing, cutting/ lacerations, noise	High	Yes
Office	Slips, trips and falls	Low	Yes
Shop and Office	Slips, trips and falls	Low	Yes

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3. Emergency Procedures:

SOFO KITCHENS

2810 Huntington Place Port Coquitlam

EMERGENCY TELEPHONE NUMBERS

Police/RCMP 604 927 - 2383

Eagle Ridge Hospital 604 461 - 2022

British Columbia Poison Control Centre 1 800-567-8911

EMERGENCY 911

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Staff Contact List:

Radu Soos	604 200-0103
Monika Soos	604-476-0267
Flavius Porime	604-817-1980
Gabriel Doftoreanu	778 846 - 7041
Matt Lindl	604 897 - 0844
Iacob Moldovan	778-999-6048
Viorica Chiorlise	778 288-7103
Alixandru Giurgea (Sandu)	778-869-1601
Luci Korpos	778 -385 -0155
Jeff Choi	778 873 - 2103
Alvi Gonzalez	604 366 - 3491
Yuriy Nykonenko	604 785 - 3415
Mario Vulcano	778 792 - 6466

4. List of individuals who may work alone

Flavius Porime
Iacob Moldovan
Radu Soos
Monika Soos
Luci Korpos
Alixandru G
Jeff Choi
Viorica C
Matt Lindl
Gabriel D
Alvi G
Yuriy N

1. CONTINGENCIES

If for any reason this procedure cannot be carried out according to this written instruction, consult your supervisor immediately.

PLEASE SIGN

GABRIEL DOFTOREANU - 

LUCAS MARINESCU - *Jim*
JACOB MOLDOVAN *MJM*


NECULAI HRITCU - *Florian*

Ajmer Singh Josan - *Ajmer*

Andreea Kontoman 

MARIN VULCAN *M.V.*

Jeff Choi 

GIURGEA ALIXANDRU 

PETER ZATHURECZKY 

FLAVIUS PORCINE 

VIORICA CIHORLISE

Monika Soos 