


STANDARD OPERATING PROCEDURE

Working Alone		Document Number: 962C-SOP-006
Original Approval Date: Oct 10, 2012	Revision Number: 3	Page 1 of 4
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WORKING ALONE

						
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The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to working alone.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Worker unaware of tasks where they may be working alone.
 - Use hazard assessment (FLRA / JSA) to identify working alone tasks.
- Worker unaware of emergencies or unable to report if they are injured or fallen ill.
 - Provide adequate means of communication to the worker. This can be in the form of radio communication, landline or cellular communication, or another effective means of communication.
 - Worker must understand how to use the device and confirm the device is functioning before starting the task. Complete a radio check or confirm cellular coverage.
 - In the event that a communication system is not effective, the supervisor or their designate must physically check on the worker at regularly scheduled check-in intervals. Check-in intervals will be determined based on the hazards of the task but will not exceed two (2) hours.
- Worker unable to report in due to injury or illness.
 - Establish regular check-in intervals with worker based on the hazards of the task. Check-in intervals will not exceed two (2) hours.
 - Supervisor or designate must physically check on worker in the event the worker misses a check-in interval and is not responding to contact.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.

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- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees, and third-party processors.

5.3 HSE

Refers to the Health, Safety & Environment department

5.4 Working Alone

To work alone at a worksite where assistance is not readily available if there is an emergency or the worker is injured or ill.

6.0 PROCEDURE

- 1) Conduct hazard assessment (FLRA/JSA) prior to the task. Identify tasks that require the worker to work alone.
- 2) Worker and supervisor to establish working alone plan including:
 - a. Effective means of communication (cell phone, radio, etc.) or physical check-in.
 - b. Check-in intervals.
 - c. Location of tasks.
- 3) Confirm communication devices are working prior to the task. Confirm worker understands how to use communication devices.
- 4) Worker to check-in with supervisor or designate at scheduled check-in intervals. Check-in intervals will not exceed two (2) hours.
- 5) Supervisor or designate will physically check on worker in the event the check-in interval is missed and contact with the worker cannot be established.

7.0 NOTES

For tasks that require the worker to travel long distances on public roadways, the check-in interval may be extended from two (2) hours to four (4) hours. A working alone plan or "Journey Management Plan" must still be completed and hazards such as (but not limited to) road conditions, weather, dayshift or nightshift driving must be considered when establishing the check-in intervals.

If this task is to be done by a method different than described in this SOP, the work must **STOP** and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

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8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – {Part28, Working Alone}
- 950C-C-063 {Working Alone Code}

9.0 APPENDICES

- There are no appendices.