MUNICIPALITY OF LAKELAND RIDGES

POLICY P-008
WORKING ALONE POLICY

This working alone procedure applies to all employees and staff of the Municipality of Lakeland Ridges, as outlined under the *New Brunswick Occupational Health & Safety Act, Regulation 92-133 - The Code of Practice for Working Alone.*

DIRECTIVE

The management of the Municipality of Lakeland Ridges is responsible for maintaining a safe and healthy working environment for all employees and staff. Supervisors or CAO/Clerk are responsible to provide hands-on training to identify and address control mechanisms for potential and actual hazards associated with an employee's job tasks.

DEFINITIONS

Accident Report:
A documented form to be completed and signed by an employee/witness/supervisor/clerk that includes all details pertaining to the accident, first-aid provided, transportation to medical facility if required, and all follow-up details.

Incident Report:
A documented form to be completed and signed by employees and the Supervisors or CAO/Clerk that identifies hazardous conditions, tools, equipment, machinery, situations, encounters with general public or acts of vandalism either to personal or business property.

Risk Assessment:
A documented assessment of the hazards and controls associated with:

(a) employees who are assigned to work alone or in isolation and
(b) employees who may be at risk of workplace injury due to the nature of the work or by working with the general public.

Working Alone:

(a) any person who is alone at work;
(b) lone workers who are out of direct contact with other employees/another employee;
(c) a person who is working for a period of time or in a circumstance where assistance is not readily available in the event of an injury, illness, or emergency.

RESPONSIBILITIES

Management:

- Implement this policy.
- Identify all possible risks and hazards and document control measures for each.

- Adequately train managers and supervisors on risk assessments and control measures for risk assessments.
- Establish communication procedures for managers and supervisors to deliver risk assessment information to all employees and staff.
- Review (for amendments or improvements) all working alone policies and procedures annually and communicate all changes immediately to staff.
- Measure and evaluate communication procedures through performance evaluations.
- Provide effective communications (radio, phone or cell phone) between the employee working alone and a person(s) capable of assisting the worker in case of an emergency, injury or illness.
- Ensure that the employee working alone is contacted within a specified interval of time.
- Put controls in place to eliminate or reduce the risk of working alone.
- Investigate incidents in the workplace and evaluate the emergency plan.
- Adequately train staff.

Supervisors:

- Communicate to employees the responsibility of Supervisors for employees who work alone.
- Provide training and instructions to employees who work alone.
- Provide timely and appropriate instruction and training to employees who work alone or in isolation.
- Provide management with details pertaining to risk, hazardous conditions and any accidents.

Employees:

- Be aware of your surroundings.
- Take reasonable care for their health and safety.
- Stay in regular contact with someone during your shift.
- Report and document any unsafe or hazardous conditions or situations immediately to your supervisor or CAO/Clerk.
- Report to the supervisor or CAO/Clerk all situations, incidents or "near misses".
- Follow all work and emergency procedures provided by the employer.

Council Approved Date: Oct. 14, 2026

Gregory Grant, Mayor

MUNICIPALITY OF LAKELAND RIDGES INCORPORATED Jan 1, 2023

Susan Patterson, CAO/Clerk