



Alfred Jenkins Field House Working Alone

Prepared by: Lynne Schwartzenberger, Recreation Coordinator

Approved by: Lynne Schwartzenberger, Recreation Coordinator

Signature: *Lynne Schwartzenberger* **Practice No:** 20.1.2

Effective: September 13, 2018 **Replaces:** April 30, 2018

Purpose:

To provide for the safety and well-being of City of Prince Albert employees that are required to “work alone” as part of their job duties. This safe work practice is also designed to comply with section 35 of the *Occupational Health and Safety Regulations, 1996*.

Working Alone Hazards:

At the Alfred Jenkins Field House, the Janitor Event Worker works alone most of their shift. On occasion, the Clerk Steno and Recreation Cashier also work alone if the other staff is on leave, out of the building or not in the general working area of the front desk.

The potential hazards at the Alfred Jenkins Field House are:

- Personal injury from slips and falls, medical emergencies, malfunction or misuse of hand tools, etc.
- Intruders or physical attacks

Communication method(s):

The main method of communication will be a physical check in at the front desk of the Alfred Jenkins Field House.

Check in Process and Intervals:

All staff will check in at the front desk at the start of their shift, before their coffee break, lunch break and before leaving for the day.

When arriving early morning and leaving late at night for their shift, if they feel necessary, they are instructed to call the Commissionaire’s mobile patrol at 306-960-1442 for an escort into and out of the facility. The response time of the Commissionaire should be no more than 15 – 20 mins. Commissionaires will stay on site for as long as they are needed.

Failure to check in:

If there is a failure to check in the staff member working the front desk will make an announcement for the missing employee to come to the front desk. If that employee does not arrive within 5 minutes the staff member working the front desk will call the City of Prince Albert - Janitor Event Worker cell phone. If the Janitor Event worker fails to answer the phone the staff member at the front desk will ask another staff member to search for the missing employee. If the front desk staff is alone they will place a sign at the front counter indicating they will be back in 5 minutes and proceed to search the building for the missing employee.

Prohibitions in regards to working alone:

No staff are permitted to work alone in any of the following circumstances:

1. When working with dangerous chemicals (i.e. chlorine/ammonia gas).
2. When working on live electrical panels or lines.
3. Entering confined spaces or lift station wet wells.
4. Entering an open excavation or trench greater than 1.2 meters deep.
5. Working at heights where fall arrest equipment is required as part of the fall protection plan.

Documentation:

Any concerns from the work shift are to be documented and forwarded to the Recreation Coordinator.