



Information Technology Working Alone

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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:

Slips, trips, falls
Medical emergencies
Ergonomics
Traffic accidents
Musculoskeletal injuries

Communication method(s):

Always carry a cell phone with a data plan when working alone.

Work hours: notify manager or team member when you are leaving the office to visit a site and state expected duration. Indicate if you are coming back to the office when finished.

After hours: at a minimum always let a team member know when you might be working after hours or send email to IT (Information Technology) when you plan to be at a site or work after hours, include expected duration. If you are the on-call person being called in afterhours notify IT by email. Check in with end user that called when you begin and end work. On completion also notify IT by email.

Check in Process and Intervals:

Send email to IT when you complete after hours work or call/text IT on-call if applicable.

Failure to check in:

If the person working alone fails to send a completion notification the person responsible is to have someone check the area.

Person responsible: If during work hours, the IT Manager or a designated person is responsible. If after hours, the on-call designate is responsible for that day. If you are the on-call person working after hours the IT Manager or a designated person is responsible.

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.

PPE requirements:

Appropriate PPE in marked wiring closets and tower areas as job requires.