



# Safe Work Practice

## Airport Working Alone

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**Approved by:** Wes Hicks, Director of Public Works

**Signature:** *Wes Hicks*      **Practice No:** 20.1.1

**Effective:** September 18, 2018      **Replaces:** June 1, 2018

**Purpose:**

To provide for the safety and well-being of City of Prince Albert - Airport 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:**

Crew members seldom work together even when shifts overlap. Work on airside is closely monitored by NavCanada Flight Services for AVOP compliance.

| <b>Hazard</b>                           | <b>Description / Example</b>  | <b>Hazard Level</b> | <b>Check in Frequency</b> |
|---|---|---------------------|---------------------------|
| <i>Electrical hazards</i>               | <i>Working on Navigational Aids</i>   | <i>Med</i>          | <i>2 hours</i>            |
| <i>Vehicle accidents</i>                | <i>Mower side slopes, friction testing</i>                                  | <i>Low</i>          | <i>8 hours</i>            |
| <i>Chemical Exposure</i>                | <i>Work with deicer Chemical</i>  | <i>Low</i>          | <i>8 hours</i>            |
| <i>Injury while using tools</i>         | <i>Wildlife management tools, power tools i.e. grass trimmer, chain saw</i> | <i>Med</i>          | <i>2 hours</i>            |
| <i>Injury while operating equipment</i> | <i>hooking up equipment, unplugging jams</i>                                | <i>Low</i>          | <i>8 hours</i>            |
| <i>Heavy lifting</i>                    | <i>Loading chemical, hooking up sweeper</i>                                 | <i>Low</i>          | <i>8 hours</i>            |
| <i>Slip and Fall</i>                    | <i>NA</i>   | <i>Low</i>          | <i>8 hours</i>            |

**Communication method(s) available:**

*Communication tools available; landline phones, personal cell phones, Airside radio to Nav Canada 122.6 or Crew radio Airport Ch#1, City Ch#2.*

The P-ECC will provide dispatch and monitoring services for The City of Prince Albert – Lone Worker Program. LWP will use the P-ECC to monitor the city employees when he/she is on duty and working alone after hours and monitor him/her at certain events. Monitoring of the City Employees will be through cell phone or landline phone. They will call in on the LWP phone line.

## **Check in Process and Intervals:**

### **LOG ON:**

Airport Maintenance Staff are frequently scheduled to work alone;

- The morning shift 5am to 8 am and evening shift 5pm to 7pm
- Winter weekends and STAT holidays and;
- Call backs

City Employee(s) may contact the P-ECC when they are beginning their shift. The employee will advise the P-ECC of:

- Their log in ID
- Their location
- Expected Log Out time at the end of the day or next check in
- Their contact number(s)

City Employee(s) will be logged into the I/CAD system with the information provided at log on. Every 30 minutes dispatch will check their unit monitor in I/CAD to determine if any units are scheduled to log off within the next 30 minute timeframe.

### **LOG OFF:**

City Employee(s) logged in shall log out with dispatch once they have completed their shift. If a City Employee has not logged out by the specified time dispatch will proceed to attempt to contact via the following process until it is confirmed they are safe;

- Contact employee via their cell phone
- Contact the duty foreman, if unable to locate the individual by the above process. The duty foreman will contact qualified airside personnel to locate the individual and advise the 911 center when located
- Contact airport manager or acting manager if the person is still not located by the above process.

An event will be created in I/CAD using "Overdue Officer" and all steps taken will be recorded in the remarks. Once the officer is logged out the event will be closed and faxed to "306-765-4026 (Attention Airport Manager)."

**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 metres deep.**
- 5. Working at heights where fall arrest equipment is required as part of the fall protection plan.**

**PPE requirements:** Safety footwear is mandatory at all times. It is up to each employee to determine and wear the proper PPE for the task being completed.