



Safe Work Practice

Margo Fournier Centre Working Alone

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Signature:  **Practice No:** 20.1.14

Effective: September 13, 2018 **Replaces:** May 31, 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 Margo Fournier Centre, the evening (5 p.m. and on) and weekend staff work alone. This does not include program instructors. On occasion, the Recreation Programmer and Recreation Coordinator also work alone if the other staff is on leave or out of the building.

The potential hazards at the Margo Fournier Centre are:

- Personal injury from slips and falls, bruises and contusions, musculoskeletal injuries, burns and scalds, malfunction or misuse of hand tools, etc.
- Intruders or physical attacks

Communication method(s):

The main method of communication will be phone and cell phone

Check in Process and Intervals:

All staff who work at the Margo Fournier Centre are aware that they are to call the Commissionaire on duty if they have any concerns. If they feel necessary, they are also instructed to call the police, or to use the panic button which sends a signal to the monitoring station which then dispatches Commissionaires without any further phone calls being made. For Commissionaire use, it involves calling mobile patrol at 306-960-1442. The response time should be no more than 15 – 20 mins. Commissionaires will stay on site for as long as they are needed.

When staff work alone due to another staff being out of the facility. The staff that is out will make sure their first priority when returning to the Margo Fournier Centre is to check on the staff working alone.

For Evening and weekend staff, they will check in at the arrival of their shift with the Recreation Programmer/Recreation Coordinator/Recreation Assistant. They will then further when leaving their shift check with the staff relieving them on shift. If no other staff is coming to relive the staff working alone, they will text/call a family member they have made aware of the time their shift ends. The longest a staff will work alone in the facility is 8 hours.

Failure to check in:

During the weekday when staff work alone due to another staff being out of the facility, the staff who is out will make sure their first priority when returning to the Margo Fournier Centre is to check on the staff working alone. If the staff working alone is not located in person or by cell phone, the staff returning to the Facility will call the Commissionaires for assistance (306-960-1442).

If a staff who is coming to relieve a staff off of shift, the first priority when showing up to the Margo Fournier Centre will be to check on the staff working alone. If the staff working alone is not located in person or by cell phone, the staff returning will call the Commissionaires for assistance (306-960-1442).

If no other staff is coming to relive staff working alone they will text/call a family member they have made aware of the time their shift ends. If the family member does not receive a text/call from the staff at the time indicated, the family member will call/text the staff to see if all is okay. If there is no response from the staff, the family member will call Commissionaire for assistance (306-960-1442) who will go to the Margo Fournier Centre to check in on the staff. The family member can meet the Commissionaires at the facility if they choose to, but it is not mandatory. For any of the above where there has been a failure to check in and a staff is not located or has been found in state of distress, the Recreation Coordinator will be contacted at 306-960-3093.

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:

No PPE is required.

Documentation:

Any concerns from the work shift are to be documented in the communication book or by email.