



Playground Program Working Alone

Prepared by: Curtis Olsen, Recreation Coordinator

Approved by: Curtis Olsen, Recreation Coordinator

Signature:  **Practice No:** 20.1.16

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:

The potential hazards in Playgrounds 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
- Working with Pool Chemicals
- Heat Stroke
- Needles

Communication method(s):

Communication method will be by cell phone.

Check in Process and Intervals:

Two Playground staff are placed at each location during the weekdays and we will only be in a working alone situation if a staff at a location calls in sick or does not show up to work for various reasons. In this instance, the staff at the playground will call the Recreation Programmer/Recreation Coordinator to let them know they are working alone. The Recreation Programmer/Recreation Coordinator will either send a 2nd staff to the playground to have two Playground Staff and therefore there will be no working alone situation. If that is not an option, the staff will work alone. The check in process will take effect. The staff will check in every three hours and/or at the end of the shift. In this case the Playground staff would text the Recreation Programmer/Recreation Coordinator saying they are well and at the end of the shift saying they are leaving for the day.

On Weekends, a staff may work alone during a paddling pool booking for a group at a spray park location. These bookings are shorter in length varying from two to four hours. On these days Ella Muzzy staff who are working the paddling pool will *check in* with any other bookings going in on at other locations. The bookings at other locations will further check in with Ella Muzzy staff when they are *leaving* their bookings.

If an Ella Muzzy staff ends working alone, they will call the City Playground contact for that weekend, Recreation Coordinator/Recreation Programmer, Playground Coordinator whose job is to find a replacement staff for the person who did not show up. If they can't find a replacement, the Ella Muzzy staff will work alone and they will need to let the City Playground contact know when they are leaving at the end of the shift.

Failure to check in:

For Weekdays, Once the Recreation Programmer/Recreation Coordinator know a staff is working alone, they know they are in a situation a check in needs to happen every 3 hours and/or at the end of the Playground staff shift. If at any time the Play leader does not check in at the appropriate time, the Recreation Programmer/Recreation Coordinator will text/call the Play leader. If there is no response through either contact, the Recreation Programmer/Recreation Coordinator will call Commissionaires Mobile Control (306-960-1442) to go to the location to check in on the staff.

On Weekends, Ella Muzzy staff who are working the paddling pool will check in with any other bookings going in on at other locations. If there is a failure of response from staff at other locations, the Ella Muzzy will call the Commissionaires Mobile Control (306-960-1442) to come for assistance.

If an Ella Muzzy staff works alone, they will call the City Playground contact for that weekend at Recreation Coordinator/Recreation Programmer, Playground Coordinator to let them know they are working alone. If the Ella Muzzy staff does not call at the end of shift, the City Playground contact will call the Ella Muzzy staff, if there is no response, Commissionaire Mobile Control (306-960-1442) will be called for assistance.

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:

Required as per SDS sheets