

POLICY NO:	SA 008
POLICY TITLE:	WORK ALONE POLICY/DIRECTIVE
DEPARTMENT:	SAFETY
APPROVAL DATE:	28-11-01 (November 2001)
REVISION DATE:	40-07-04; 81-06-14 (June 24, 2014)
REVIEW DATE:	67-05-12 (May 22, 2012) ; 2017-01-18-PP (January 16, 2017)

Pursuant to the Working Alone Legislation that came into effect on April 1st, 2001, The County of Vermilion River has identified employees who may perform hazardous duties working alone. Subsequent to the identification stage, The County of Vermilion River conducted Hazard Assessments on those employee's regular duties and have created as a result, a general Working Alone policy that will apply to all employee whom work alone.

1. Designated County vehicles shall have fully operational 2-way radios installed in them. Specialized vehicles such as ATV's are not required to have a radio installed, however the operator must be provided with a cellular phone.
2. All employees who are required to drive a County vehicle after normal office working hours, (1630 hrs – 0800 hrs), shall also be carrying a cellular phone or have a buddy system in place. (This is required because a 2-way radio is useless without someone monitoring it on the other end.)
3. All employees are responsible for notifying a contact person of their choice, prior to working longer than their normally scheduled hours. When they have completed their duties, they must notify their contact person again, once they have arrived home safely.
4. If a resident, or client, is known to have behavioral problems, then no County employee shall attend that residence, or other isolated area, and meet with that person for County business reasons unless:
 - a. Another employee accompanies them; or
 - b. His or her contact person is notified in advance of the meeting
5. If a resident has a potentially vicious animal on his or her property, the employee shall make contact with the resident to make alternate visitation plans.
6. All employees who are required to travel outside of the County must advise their contact person of their trip and the expected return time. Upon return, the employee is required to notify his or her contact person once again.
7. Should an employee fail to call within his or her expected return time mentioned above, a Supervisor shall immediately begin to determine that employee's whereabouts.
8. Employees who are required to travel long distances or drive for many consecutive hours

shall periodically stop, park the vehicle and stretch for a couple of minutes.

9. All employees have the responsibility of bringing suitable clothing and emergency supplies with them while working alone during extreme cold or inclement weather conditions.
10. All contractors and their employees covered by the County of Vermilion River Safety Policy, shall ensure that they and their employees have necessary access to cell phones when required and contact people established.