

## WORKING ALONE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

<b>Category:</b>	G. People & Culture
<b>Policy Number:</b>	G23
<b>Approval Date:</b>	October 26, 2021
<b>Effective Date:</b>	October 26, 2021
<b>Policy Owner:</b>	Chief People & Culture Officer
<b>Objective:</b>	Olds College of Agriculture & Technology recognizes the importance of providing a safe and secure work environment for the College community. The College will meet or exceed the requirements of the Occupational Health and Safety Act, Regulations and Code for staff who work alone. The objective of the Working Alone Policy is to promote employee awareness and ensure safety when they are working alone.
<b>Policy:</b>	<p>When an employee is Working Alone the College shall:</p> <ul style="list-style-type: none"> <li>• Conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the employee's work.</li> <li>• Implement appropriate measures to eliminate or control the hazards identified.</li> <li>• Establish an effective means of communication between the employee and persons capable of responding to their needs.</li> <li>• Contact the employee at regular intervals appropriate to the hazards associated with the work.</li> </ul> <p>This Policy does not apply to Work from Home arrangements.</p>
<b>Definitions:</b>	<p><b>Working Alone:</b> An employee is considered by legislation to be Working Alone if they are working by themselves and assistance is not readily available in the event of injury, illness or emergency.</p> <p><b>Hazard Assessment:</b> Is a process to identify and evaluate conditions that could lead to an injury or illness.</p>
<b>Related Information:</b>	
<b>Related Procedures:</b>	G23 Working Alone Procedure
<b>Review Period:</b>	3 years

**Revision History:**

New: March 2002  
Revised: October 2021