

MUNICIPALITY OF BIFROST-RIVERTON

POLICY & PROCEDURES MANUAL Working Alone Policy

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1. PREAMBLE

The Municipality of Bifrost-Riverton has developed the following “Working Alone” policy and procedure as per WS&H Regulation, for the protection and safety of all employees who are working alone. This plan applies to all Municipal employees including but not limited to administration, public works staff, and summer students and is part of the mandatory Orientation. This plan was developed to deal with risks identified for workers who are required by the nature of their job to work alone, not in the presence of a co-worker or Supervisor.

2. PROCEDURE

Grader Operations

This is a working alone procedure for grader operations. While working alone within the Municipality Operating the Grader:

In emergencies such as an accident, fire or any other type of emergency, call 911 immediately and inform the operator the type of emergency and the location.

Once the proper authorities have been notified, call the Public Works manager and give an update on the emergency.

Throughout the Day / Shift

The Municipality has added a GPS fleet tracking device in all the John Deere 872GP graders. This device allows Management of the Municipality the ability to track location and location history, ignition on/off times. Throughout the day, the Public Works manager will use the software to track the operator without the need of calling. During the day to day operations, the Public Works manager may be in contact with the operators via cell phones or text messages.

End of the Day / Shift

Once you have finished for the day / shift and you are clocked out, text message the Public Works manager that you are leaving for the day. By doing this, this will make record that you finished your shift safely and that the Manager is aware that you are safe.

While in the shop with other Co-Workers

If you are in the shop for the day with other co-workers and you all leave for the day at the same time, only 1 employee is to text message the manager and state that everyone safe and gone for the day (This is a group discussion on who will be the one to text the manager). If 1 employee is left alone at the end of the day, text message the Manager that you are the last employee and that you finished your shift safely.

Excavator, Dozer & Mower Operations

This is a working alone procedure for Excavator, Dozer & Mower operations. While working alone within the Municipality Operating the Excavator, Dozer & Mower:

In emergencies such as an accident, fire or any other type of emergency, call 911 immediately and inform the operator the type of emergency and the location.

Once the proper authorities have been notified, call the Public Works manager and give an update on the emergency.

Throughout the Day / Shift

During the day to day operations, the Public Works manager may be in contact with the operator via cell phone or text messages.

End of the Day / Shift

Once you have finished for the day / shift and you are clocked out, text message the Public Works manager that you are leaving for the day. By doing this, this will make record that you finished your shift safely and that the Manager is aware that you are safe.

While in the shop with other Co-Workers

If you are in the shop for the day with other co-workers and you all leave for the day at the same time, only 1 employee is to text message the manager and state that everyone safe and gone for the day (This is a group discussion on who will be the one to text the manager). If 1 employee is left alone at the end of the day, text message the Manager that you are the last employee and that you finished your shift safely.

Riverton Public Works operations

This is a working alone procedure for the Riverton Public Works operations. While working alone within Riverton:

In emergencies such as an accident, fire or any other type of emergency, call 911 immediately and inform the operator the type of emergency and the location.

Once the proper authorities have been notified, call the Public Works manager and give an update on the emergency.

Throughout the Day / Shift

During the day to day operations, the Public Works manager may be in contact with the Riverton Public Works Forman via cell phone or text messages.

End of the Day / Shift

Once you have finished for the day / shift and you are clocked out, text message the Public Works manager that you are leaving for the day. By doing this, this will make record that you finished your shift safely and that the Manager is aware that you are safe.

While with other Co-Workers

If you are with other co-workers and you all leave for the day at the same time, only 1 employee is to text message the manager and state that everyone safe and gone for the day (This is a group discussion on who will be the one to text the manager). If 1 employee is left alone at the end of the day, text message the Manager that you are the last employee and that you finished your shift safely.

Administration

This is a working alone procedure for the administration staff. While working alone within the administration office:

In emergencies such as an accident, fire or any other type of emergency, call 911 immediately and inform the operator the type of emergency and the location. If possible, please take the server with you as you vacate the building.

Once the proper authorities have been notified, call the Chief Administrative Officer and give an update on the emergency.

Throughout the Day / Shift

During the day to day operations, administration staff are encouraged to keep all physical cash in the vault, close the doors and accordion blinds to maintain distance from entrants of the lobby, and always provide any intruder with any demands.

End of the Day / Shift

Once you have finished for the day / shift and you are clocked out, text message the CAO/ACAO that you are leaving for the day. By doing this, this will make record that you finished your shift safely and that a manager is aware that you are safe.

