	<b>Burnt Mountain Services</b> Safety Management System	Initial Issue Date	12/08/2023
		Revision Date:	Initial Version
<b>WORKING ALONE</b>		Revision No.	0

## Purpose

Burnt Mountain Services (the Company) will provide a safe work environment for its employees. In doing so, the Company will take all reasonable and practical measures to eliminate or minimize injury or incident risks associated with the nature of the work performed when employees work alone.

The Company site managers shall establish site specific procedures for employees working alone.

## Objectives

To minimize risk to employees who may work alone, and assistance is not readily available, the site manager will collaborate with the lone worker to:

- Conduct a written Job Hazard Assessments (JSA) to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at the worksite.
- Ensure that affected employee(s) are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who works alone and persons capable of assisting the employee.
- Ensure all incidents are reported, investigated, and documented.
- Update this Procedure when there is a change in work arrangements which could adversely affect an employee's well-being or a report that the system is not working effectively.


## Key Responsibilities

### Company Safety Manager

- Conduct a hazard assessment to identify existing or potential hazards related to the nature of the work or the work environment given the circumstances of the work when working alone.
- Responsible for the review, implementation, and maintenance of the site-specific Working Alone Plan.
- Communicate this policy and its procedures to employees who work alone.
- Periodically review the effectiveness of the hazard controls and procedures of the Working Alone Plan(s) and make improvements as required.

### Worksite Project Manager

- Responsible for the implementation and maintenance of the Working Alone Plan for their project and ensuring all assets are made available for compliance with the procedure.
- Take all reasonable and practical steps to minimize or eliminate identified working alone risks.
- Review the hazard assessment results and take action or provide recommendations to management to minimize or eliminate identified working alone risks.
- Periodically review the effectiveness of the policy and guidelines and make changes as required by consulting with management staff and employee representatives.
- Respond to employee concerns related to working alone and communicate these to management.
- Report all incidents of work site incidents immediately.
- Participate in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.

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## Safe Work Procedures

This procedure applies if an employee is working alone at a work site where assistance is not readily available if there is an emergency, or the employee is ill or injured.

### Worksite Assessment

A hazard assessment for working alone will anticipate work and travel time, weather, communication, type of work, employee medical conditions and training. The hazard assessment shall address hazards and identify control measures in order to minimize risk associated with working alone.

The hazard assessment will be conducted on a project by project or site basis as circumstances vary between locations and conditions. To assess this hazard the Company should review records, past incidents and identify measures or actions needed to correct any hazards. The assessment should involve:

- Participation by employees through methods such as one-on-one interviews, kick off safety meetings, etc.
- The assessment should utilize information from employees about their experiences working alone, their current concerns and their suggestions for improvement.
- Consideration for the time interval between checks and the procedure to follow in case the employee cannot be contacted, including provisions for emergency rescue.

## Plan

The Job Hazard Assessment (JSA) must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

### Communication and Regular Contact Person System


Workers must carry a cellular phone or electronic monitoring device at all times while working alone. The use of a radio, cellular/satellite phone, electronic monitoring device or another form of direct, reliable correspondence shall be used to establish an effective means of communication is established between the lone employee and designated check person.

Each site-specific Working Alone Plan shall address a check-in/check-out process where employees are monitored or contacted at regular intervals. Individuals must be monitored at regular intervals, or the individual must contact their designated communicator at pre-determined intervals based on determinations made in the hazard assessment.

Individual(s) by job function responsible for establishing contact with the affected employee, as well as a back-up form of communication will be established for each site-specific plan. The Safety Manager, Project Manager or designee is responsible for check-in with the lone employee at regular intervals.

A backup form of communication in the event primary communication (cell phone or land line) is unavailable will be via satellite phone or if electronic communication is not practicable or readily available at the worksite, the Company must ensure that a competent employee visits the employee at regular intervals. The Company shall document communications with the lone employee on the JHA/JSA at the check in intervals.

These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee's work.

	Burnt Mountain Services Safety Management System	Initial Issue Date	12/08/2023
		Revision Date:	Initial Version
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### Procedures to be Followed in the Event That a Worker Working Alone Does Not Respond

Considerations such as length of time missing, weather conditions, physical fitness, etc. must be factored into the site-specific working alone program. The program must specify procedures for emergency response including provisions for contacting appropriate local officials. The program shall identify specific criteria to determine when an employee search is necessary. The minimum requirements include:

- If the working alone employee fails to respond at the scheduled contact time repeated contact efforts will be made for 1 hour.
- If the employee working alone is not contacted within 1 hour of the scheduled contact a designated individual will be dispatched to the working location if within close proximity. If the working alone employee is not found, then the closest police (city) or governmental search and rescue authority shall be notified to conduct a search.

### Limitations on or Prohibitions of Specified Activities

- No heavy equipment will be operated if a worker is alone.
- No hot work will occur if a worker is alone.
- No working at heights will occur if a worker is alone and requiring a personal fall arrest system.
- Other limitations will be placed based on the site-specific hazard assessment.

### Minimum Training or Experience

All employees will be trained (if working alone is a hazard at that location) in:

- Any revision to the written local Working Alone Plan and safe work practices.
- Being informed of working alone hazards at the Company worksite and the methods used to control or eliminate them.
- The methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that present a potential risk.
- A worker required to work alone, and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.
- All training shall be documented.


### Provisions of PPE

- Cold weather clothing shall be worn when appropriate if a worker is alone.
- Additional PPE for workers working alone will be identified in the site-specific Job Hazard Assessment process.

### Safe Work Practices

Controls implemented at Company worksites shall, at a minimum:

- An Emergency Action Plan ([www.BMS.support](http://www.BMS.support)) must be created for a work alone site before work is initiated.
- A Working Alone Hazard Assessment must be completed before lone work is initiated. The form is located in the Forms tab of the safety support center.
- Have employees check road reports and weather forecast before traveling and NOT allow work alone activities if weather could hinder site access.
- Include in the hazard assessment a plan that includes rest breaks, a procedure for tracking overdue employees and emergency contact information.

	<b>Burnt Mountain Services</b> Safety Management System	Initial Issue Date	12/08/2023
		Revision Date:	Initial Version
	<b>WORKING ALONE</b>		Revision No.

- Ensure all lone workers are to be equipped with cell phones or radios and first aid kits.
- Advise employees to travel with another employee when possible.

#### **Provision of Emergency Supplies**

- All vehicles shall contain the appropriate emergency supplies including flares, marking devices, food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- Workers working alone shall have spare batteries or portable charging devices for communication devices in case of power failure, a radio for local weather conditions and other equipment as determined by the hazard assessment.
- If an employee requires personal medication, they must ensure they have sufficient supplies available.

#### **Review & Updating Working Alone Plan**

- The hazard assessment and Working Alone Plan for each Company worksite must be reviewed at least on an annual basis or more frequently if there is a change in work processes or arrangements which could adversely affect an employee's well-being are introduced or changed.
- The local Working Alone Plan shall be immediately revised if there is any indication or report that the plan is not working effectively or needs changing.