



WORKING ALONE



Purpose

Arrow S Energy Operating (the company) will provide a safe work environment for its employees. In doing so, Arrow S Energy Operating will take all reasonable and practical measures to eliminate or minimize injury or risks associated with the nature of the work performed when employees work alone.

Arrow S Energy Operating site supervisors shall establish site specific procedures for employees working alone.

Scope

When work is performed on a company owned or operated site, the contractor's program shall take precedence, however, this document covers Arrow S Energy Operating employees. This program may be adopted for use by contractors who do not have a formal Working Alone program.

Objectives

To minimize risk to employees who may work alone, and assistance is not readily available, Arrow S Energy Operating will:

- Conduct written hazard assessments to identify existing or potential working alone hazards.
- Take measures to eliminate or control the hazards of working alone at Arrow S Energy Operating worksites.
- Ensure that affected employees are informed of the hazards and methods used to control or eliminate them.
- Provide an effective system for communication between any employee who work alone and persons capable of assisting the employee.
- Ensure all incidents (working related or otherwise) are reported, investigated and documented.
- Review the Working Alone Plan at least annually or more frequently if 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

Arrow S Energy Operating HSE Director

- Conducts 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 local worksite Working Alone Plan.
- Communicate this policy and its procedures to employees who work alone.
- Annually review the effectiveness of the hazard controls and procedures 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 provide recommendations to management to minimize or eliminate identified working alone risks.

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- Review annually 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.

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 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 Arrow S Energy Operating should review records, past incidents and identify measures or actions needed to correct any hazards. The assessment should involve:

- 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

Arrow S Energy Operating 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 always carry a cellular phone or electronic monitoring device 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 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.

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 work alone employee's 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 should be via satellite phone or if electronic communication is not practicable or readily available at the worksite, the lone workers supervisor must ensure that a competent employee visits the employee at regular intervals. These visits or contacts shall be at intervals of time appropriate to the nature of the hazards associated with the employee's work.



Procedures to be Followed if 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 for a search to the working location. 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 of Specific 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:

- Being informed of working alone hazards at the worksite and the methods used to control or eliminate them.
- A worker required to work alone, and any person assigned to check on the worker must be trained on this procedure.

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 hazard and PPE assessment process.

Safe Work Practices

Controls implemented at Arrow S Energy Operating worksites shall, as a minimum:

- Office doors are to be locked when working alone after hours.
- Advise employees to travel with another employee when possible.
- Advise employees to park close to the building in the evening.
- Post emergency contact information and develop a communication system.
- Report suspicious activity to a supervisor.

Provision of Emergency Supplies

- All company owned vehicles shall contain appropriate emergency supplies including food, water, warm clothing during winter and other supplies as determined by the hazard assessment.
- If an employee requires personal medication, they must ensure they have enough supplies available.

Review & Updating Working Alone Plan



- The hazard assessment and Working Alone Plan at 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.
- The local Working Alone Plan shall also be revised if there is any indication or report that the plan is not working effectively or needs changing.