

Location: _____ Instructor: _____ Date/Time: _____

TOPIC C839: WORKING ALONE

Introduction: Working alone procedures apply when you're alone at the worksite and assistance isn't readily available if there's an emergency. Use the following guidelines when working alone:

Hazard Identification, Elimination and Control:

Before you work alone or in isolation, make sure a hazard assessment is performed to identify any potential hazards. Any hazards identified through the hazard assessment need to be eliminated or reduced to an acceptable level.

Communication:

The safe work practices for communicating with anybody capable of assisting in an emergency are:

- Two-way radio
- Telephone, cell phone
- Other electronic type of communication

When electronic communication is not practical or readily available at the worksite, implement an alternate form of communication including:

- Having another competent worker visit
- Contacting another competent worker

Visits or contacts at intervals need to be appropriate to the nature of the hazards associated with the work being performed.

Contact Person:

Have a designated worker assigned to establish contact with a lone worker at regular predetermined intervals and record the results of each contact.

Emergency Procedures:

Have emergency procedures in place that take into consideration the length of time missing, weather conditions, and the workers physical fitness.

In case of an emergency:

- Report the emergency to local fire and police departments
- Inform the emergency chain of command
- Warn other employees
- Conduct an orderly, efficient workplace evacuation
- Assist employees with disabilities or injuries during an evacuation
- Shut down critical equipment, operate fire extinguishers and perform other essential services
- Account for employees at a designated safe area after an evacuation
- Perform necessary rescue and first aid
- If a lone worker can't be contacted, begin a search and notify the local fire and police departments immediately

Conclusion: Working alone can be dangerous. It's important to be familiar with the working alone procedures to ensure safety. Communication is the key to staying safe, have two-way communications throughout the duration of the shift.

Employee Attendance:(Names or signatures of personnel who are attending this meeting)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supersede local, state or federal regulations, and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.