



## **WORKPLACE-SPECIFIC ACTION PLAN**

Your workplace specific action plan for Working Alone Hazards should follow a process, which includes the following:

### **1) Identification and risk assessment**

- a) Define and make an inventory of all prohibited and permitted working alone situations in the workplace
- b) Review accident information and data to determine the extent of injury (actual hazards) associated with working alone
- c) Identify potential hazards of working alone through observation i.e. workplace inspections
- d) Canvass or survey staff for concerns pertaining to working alone situations

**To ensure the safe and appropriate precautions are taken for working alone or, in certain situations, to ensure workers do not work alone the following steps should be taken:**

### **2) Review existing policies and procedures**

### **3) Implement a Hazard Control Program**

**See the flow chart in Appendix A**

Written policies and procedures

- i) Realistic and enforceable
- ii) based on developing processes which meets legislative, health and safety requirements and meets the operational needs of your organization

### **4) Establish education and training standards.**

Set standards to ensure all workers receive instruction related to the hazards and processes in these situations.

### **5) Establish processes, which encourage participation.**

Program input, monitoring and review processes should be established which allow all workers full input on working alone issues.

When evaluating or planning processes or corrections, get input from individuals working in the areas of concern, outside specialists and your ESAO field consultant.

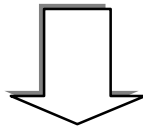


## Appendix A

### A Summary of the Three Steps to Control Working Alone Hazards

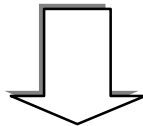
#### RECOGNITION - Identifying the Hazard

- ▶ □ Define/ inventory of working alone situations
- ▶ □ Define/inventory of not working alone situations
- ▶ □ Workplace Inspection Reports
- ▶ □ Injury/Illness Reports
- ▶ □ Hazard Analysis
- ▶ □ Observations



#### ASSESSMENT - Measuring against standards

- ▶ OHAS & Regulations
- ▶ Other related Legislations
- ▶ Workplace Policy and Procedures
- ▶ Recommendations/Guidelines



#### CONTROL - Eliminating or reducing the hazard

##### Locations

- ▶ At the source
- ▶ Along the path
- ▶ At the worker

##### Controls

- ▶ Engineering
- ▶ Work practices
- ▶ Administrative
- ▶ Personal protective equipment

Consideration of how *People, Equipment, Materials, Environment and Process* contribute to, and are affected by a hazard, will assist in identifying the most effective control options