

NORTHWEST TERRITORIES & NUNAVUT
CODES OF PRACTICE

In accordance with the *Northwest Territories Safety Act and Occupational Health and Safety Regulations*; and *Nunavut Safety Act and Occupational Health and Safety Regulations*

September 2016

Working Alone



Working Alone

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FOREWORD

The Workers' Safety and Compensation Commission (WSCC) produced this industry Code of Practice in accordance with subsections 18(3) and 18(4) of the Northwest Territories and Nunavut *Safety Acts*.

This *Code of Practice* applies to all workplaces covered by the Northwest Territories and Nunavut *Safety Acts* and *Occupational Health and Safety Regulations*.

Working Alone code of practice corresponds to the Northwest Territories and Nunavut *Safety Acts*, Sections 4 and 5; *Occupational Health and Safety Regulations*, Part 1, Section 33.

This code is in effect as published in the in the Northwest Territories *Gazette* and Nunavut *Gazette*, in accordance with the *Safety Acts and Occupational Health and Safety (OHS) Regulations*.

IN EFFECT DATES:

Northwest Territories: September 30, 2016

Nunavut: September 30, 2016



Chief Safety Officer, WSCC

Disclaimer

This publication refers to obligations under the workers' compensation and occupational health and safety legislation as administered by the Workers' Safety and Compensation Commission.

To ensure compliance with legal obligations always refer to the most recent legislation. This publication may refer to legislation that has been amended or repealed.

Check for information on the latest legislation at wsc.nt.ca or wsc.nu.ca, or contact WSCC at 1-800-661-0792.
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WHAT IS A CODE OF PRACTICE?

WSCC codes of practice provide practical guidance to achieve the safety requirements of the Northwest Territories and Nunavut *Safety Acts* and related *Regulations*.

As per subsection 18(3) of the Northwest Territories and Nunavut *Safety Acts*, “For the purpose of providing practical guidance with respect to the requirements of any provision of this *Act* or the regulations, the Chief Safety Officer may approve and issue such codes of practice as he or she considers are suitable for that purpose.”

WSCC codes of practice apply to workplaces in the Northwest Territories and Nunavut. The Chief Safety Officer approves codes of practice for use by all occupational health and safety (OHS) stakeholders. Codes of practice come into effect in each territory on the day they are published in the *Northwest Territories Gazette* and *Nunavut Gazette*.

Codes of practice do not have the same legal force as the *Safety Acts* and related *Regulations*. A person or employer cannot face prosecution for failing to comply with a code of practice. However, in legal proceedings under the *Safety Acts* and related *Regulations*, failure to observe a code of practice may be a consideration when determining whether a worker or employer complies with the *Safety Acts* and related *Regulations*.

Employers and workers should follow WSCC codes of practice unless there is an alternative course of action that achieves the same or better occupational health and safety outcomes.

A Code of Practice

- Provides practical guidelines.
- Adapts to individual work sites.
- May serve as evidence.
- Should be followed unless there’s a better way.

DEFINITIONS

Competent: having knowledge, training, and skills to organize and perform tasks, or duties.

Contractor: a person or company contracted to supply products or services.

Due Diligence: taking all precautions, reasonable under the circumstances, to protect the health and safety of workers. Due diligence applies to actions before an event occurs, not after.

Employer: means every partnership, group of persons, corporation, owner, agent, principal contractor, subcontractor, manager, or other authorized person having charge of an establishment in which one or more workers perform work.

Hazard: any situation, thing, or condition that may expose a person to risk of injury or occupational disease.

Hazard Control: all steps necessary to protect workers from exposure to a substance or system, and the procedures required to monitor worker exposure and their health to hazards such as chemicals, materials, substances, or other hazards such as noise and vibration. A written workplace hazard control program should outline which methods are in use to control the exposure and the means for monitoring the effectiveness of the controls.

Hazard Identification: formal identification and documentation of hazards.

High-risk Work: work that exposes workers to hazards that, should an incident occur, may result in a fatality or permanent disability.

Imminent Danger: any place, matter, or thing which could reasonably be a source of likely danger to the health or safety of persons employed on or in connection with the work or worksite.

Incident: an unplanned, undesired event that causes or could cause injury, damage, or loss (also called *accident* or *near miss*).

Joint Occupational Health and Safety Committee: a Committee made up of equal employer and worker representation that promotes workplace safety through inspecting the workplace; identifying hazards; helping the employer develop safety policies and procedures; and making recommendations to the employer to address safety concerns.

Project Supervisor: the worker responsible for monitoring contractor safety performance; reports to the employer.

Risk: the chance or probability of a person getting harmed, or experiencing an adverse health effect if exposed to a hazard.

Working Alone: to work at a work site as the only worker, in circumstances where assistance is not readily available in the event of injury, ill health, or emergency.

INTRODUCTION

CODE OF PRACTICE ON WORKING ALONE

The *Working Alone* code of practice provides guidance to employers and workers to ensure the health and safety of employees who work alone. The Code provides a definition and description of working alone, outlines the legislation, and discusses hazard assessment and the development of safe work procedures. Working alone can result in hazardous situations. Employers need to develop solutions to reduce or eliminate the risks to the employee who works alone.

Working Alone refers to a range of work situations, from being the only worker in a workplace, or in a work area where the worker does not have direct contact with other employees or a supervisor, to working at a remote or isolated worksite where assistance is not readily available. Working Alone situations include:

- Working alone at hazardous work; for example in forestry, oil and gas, or a mechanic working alone under a car.
- Travelling alone; for example, truck drivers, field workers, research scientists, surveyors, safety officers, wildlife officers, hunters, or trappers.
- Working in isolation; for example, custodians and security guards or maintenance workers.
- Meeting clients away from the office; for example, home care workers, nurses, government enforcement officers, social service workers, or real estate agents.
- Working alone and handling cash; for example, convenience store clerks, retail service and food outlet workers, or taxi drivers.

This Code of Practice does not cover the specific circumstances of employees who work alone or at an isolated work site or describe monitoring methods for particular situations. Employers are responsible for considering and addressing all the hazards in jobs where workers work alone or in isolation by reducing or eliminating the risks. They must implement safe work procedures and train their employees to use them.

Safe work procedures can cover a wide variety of scenarios. Some situations deal with the hazards that dangerous machinery and toxic materials present. Other situations present risks to the worker's psychological well-being due to threat of violence, or the impact of the isolation when working in a remote location. The employer must consider all these factors when developing safe work and emergency response procedures.

ACTS, REGULATIONS AND STANDARDS

Employers, supervisors, and workers need to be aware of the legal responsibility associated with ensuring safety as an integral part of workplace activity, and the consequences if they do not meet safety obligations in addition to injuries or damages to property or materials. Under territorial legislation, employers, supervisors, and workers may be subject to financial and imprisonment penalties.

Northwest Territories and Nunavut *Safety Acts*

HEALTH AND SAFETY

4. (1) Every employer shall
 - (a) maintain his or her establishment in such a manner that the health and safety of persons in the establishment are not likely to be endangered;
 - (b) take all reasonable precautions and adopt and carry out all reasonable techniques and procedures to ensure the health and safety of every person in his or her establishment; and
 - (c) provide the first aid service requirements set out in the regulations pertaining to his or her class of establishment.
- (2) If two or more employers have charge of an establishment, the principal contractor or, if there is no principal contractor, the owner of the establishment, shall coordinate the activities of the employers in the establishment to ensure compliance with subsection 4(1).
5. Every worker employed on or in connection with an establishment shall, in the course of his or her employment,
 - (a) take all reasonable precautions to ensure his or her own safety and the safety of other persons in the establishment; and
 - (b) as the circumstances require, use devices and articles of clothing or equipment that are intended for his or her protection and provided to the worker by his or her employer, or required pursuant to the regulations to be used or worn by the worker.

Northwest Territories and Nunavut *Occupational Health and Safety Regulations*

PART 3 GENERAL DUTIES

33. (1) In this section, "work alone" means to work at a work site as the only worker at that work site, in circumstances where assistance is not readily available in the event of injury, ill health or emergency.
- (2) If a worker is required or permitted to work alone or at an isolated work site, an employer, in consultation with the Committee or representative or, if no Committee or representative is available, the worker and other workers, shall identify the hazards arising from the conditions and circumstances of that work.
- (3) An employer shall take reasonable measures to eliminate or reduce the risks posed by the hazards identified under subsection (2), including the establishment of an effective communication system that consists of
 - (a) radio communication;
 - (b) phone or cellular phone communication; or
 - (c) any other means that provides effective communication considering the risks involved

KEY WORKING ALONE CONCEPTS

HAZARD ASSESSMENT

Identify the risks arising from the conditions and circumstances of the work site in consultation with the Joint Occupational Health and Safety Committee, including input from the worker, in order to reduce the probability of an incident. Refer to the *Hazard Assessment* code of practice.

ELIMINATE OR REDUCE THE RISK

Take all reasonable measures to eliminate the risks identified, which include the development of safe work procedures, establishment of an effective communication system, training of workers, and ensuring access to emergency services in case of injury or incident.

KEY STEPS TO FOLLOW:

1. Do a Hazard Assessment.
2. Identify the Risks in Working Alone.
3. Establish Safe Work Procedures.
4. Keep Work Alone Procedures Current.

SEE THE *HAZARD ASSESSMENT CODE OF PRACTICE* FOR MORE
INFORMATION ON HAZARD ASSESSMENT.

AVAILABLE AT WSCC.NT.CA OR WSCC.NU.CA

HAZARDS OF WORKING ALONE

In the Northwest Territories and Nunavut, challenging weather conditions, remote and isolated work sites, mobile phone and internet access limitations, hazardous work, shortage of workers, and a transient workforce contribute to risk for employees working alone.

Certain circumstances make working alone hazardous. Identifying the hazards inherent to these circumstances depends on accurately defining what working alone is, and evaluating the situation and the degree of risk. Whether a situation poses a high or low risk will depend on the type of work activity, the work environment, and the potential consequences of an emergency, accident, or injury. The wide range of factors makes it important to assess hazards specific to each work alone situation; determine the level of risk; and consider the employee's knowledge, skills, and training.

Working Alone or Working in Isolation describes situations when a worker performs a job function during the course of employment, where they:

- Are the only worker for the employer at a workplace at any time;
- Work at a worksite remote from other workers;
- Work in circumstances where assistance is not readily available;
- Do not have direct supervision by the employer or a supervisor;
- Are not in the presence of another employee directly associated with the same employer;
- Work in an area where the worker does not have visual contact with a co-worker; or
- Travel away from a base office to perform job tasks; for example, client meetings.

WHEN WORKING ALONE IS NOT BEING ALONE

It is important to recognize working alone hazards can exist in situations beyond being alone at a work site or working in isolation. Unique hazards arise for workers who travel for work or meet clients away from their office. A social worker, health care worker, or security worker – though not alone in person – may still be considered to be working alone. Even when surrounded by other people, a work situation may meet the conditions described in the section above.

TRAVEL HAZARDS

Employees who travel alone may be exposed to the risks of injury from a vehicle accident, extreme weather conditions, or getting stranded in remote areas. Doing fieldwork alone carries a degree of risk in relation to the location and access to communication and emergency response. A businessperson in transit presents a low risk scenario, while an investigator alone in an isolated location may face a higher degree of risk in view of potential hazards.

HAZARD ASSESSMENT

The employer must identify workplace hazards to ensure the health and safety of the employee who works alone. Determining the level of risk involved with the type of activity, task, and environment helps form safe work procedures and develop controls to eliminate or reduce the risks.

WORKER INVOLVEMENT

A worker representative must participate in assessing the hazards and risks and developing the necessary controls. Employers must inform affected workers of the hazards identified and the methods they will use to control or eliminate the hazards in working alone. The worker should also receive a copy of the hazard assessment.

FACTORS TO CONSIDER IN HAZARD IDENTIFICATION

- Locations where employees work alone.
- Type of work activity (for example, welding).
- Hazards inherent to the work activity (for example, equipment failure, toxic gasses).
- Hazards inherent to the work environment (for example, heat, cold, hostility, drug abuse).
- Previous incidents, injuries, reports, and near misses.
- Control measures and precautions currently in use.
- Details on how to seek or provide emergency assistance.
- Evacuation and emergency procedures.
- Equipment needed for employees working alone.
- Information and training provided to the worker.
- Gaps or patterns to address.

LEVEL OF RISK

Risk is the chance or probability of the worker getting harmed or experiencing an adverse health effect if exposed to a hazard. Evaluating the risks as low, medium, or high ensures the appropriate measures of controlling the hazards.

Factors to consider for Level of Risk:

- Hazard of work activity and job function.
- Hazards of the environment and conditions.
- Length of time the worker works alone.
- Access to emergency services.
- Access to effective communication.

IMPORTANT VARIANCES IN RISK ASSESSMENT

Consider whether the worker has permission to work alone while performing a specific work activity. With certain jobs, such as confined spaces, the risk is too high to permit a worker to work alone. The work environment also impacts the level of risk. Security work in a mall may be high risk in certain locations. A nurse working alone in an isolated location may be at higher risk than the job function predicates. Working with dangerous equipment in a remote location, which emergency services cannot immediately access, carries significant risk, as does working alone with dangerous equipment in a workshop at night without a check-in arrangement.

THERMAL CONDITIONS IN THE NORTHWEST TERRITORIES AND NUNAVUT

Conditions like heat and cold present various levels of risk to someone working alone. A work activity that may not pose a risk in ordinary circumstances can become a high-risk activity in extreme weather conditions, such as what occur in the NWT and Nunavut.

Truck driving in other localities or in the summer season may be low risk, but in tuckers in the NWT often drive alone, with long distances between settlements, minimum communications contact by radio, and in hazardous snow and ice conditions that vary by the hour. Ice roads are especially dangerous in spring and fall, and incidents involving trucks breaking through ice occur every year.

Furthermore, extreme cold affects machinery. Equipment is prone to break down at extreme temperatures. In the NWT and Nunavut where life may depend on repairs and maintenance despite weather conditions, this impacts risk assessment. For instance, safety harnesses are tested to comply with standards ranging down to only -35°C.

See the Thermal Conditions Code of Practice for occupational cold exposure guidelines, wind chill calculations, and cold exposure hazard controls and measures.

HIGH RISK EXAMPLES

Working with:

- High energy materials (radioactive, high temperature).
- Toxic gases, liquids, or solids.
- Cryogenic (low temperature) materials/processes.
- High pressure systems.
- High voltage electrical systems.
- Logging industries.
- Moving equipment or machinery.
- Laboratory functions.

Working in:

- Extreme weather conditions with winter road construction and maintenance.
- Remote locations with limited emergency access (for example, surveying, logging, hunting, fishing).
- Workplaces isolated from public view and at risk of violent attack (for example, guards).
- Situations requiring the handling or transferring of flammable liquids, for instance in the oil and gas industries.
- Occupations that require travel away from an office base such as wildlife officers, or to meet clients, such as care workers and law enforcement officers.
- Environments where the job functions may not be hazardous, but employees are at risk of criminal victimization because they handle cash or goods. Examples include, but are not limited to, late night convenience stores, taxi transport, and gas station services.

Workers must not work alone when involved with:

- Live electrical
- Diving operations
- Extreme temperatures
- Acutely toxic chemicals
- Confined spaces
- Dangerous machinery
- Working at heights

LOW RISK EXAMPLES

Working in:

- Maintenance, other than on active processing equipment.
- Security, except in hazardous locations.
- Janitorial or custodial positions, except when location is hazardous.
- Transportation; that is trucking under ideal conditions.
- Offices or while in transit on a business trip.

The *Hazard Assessment Code of Practice* provides more detail on risk factors and assessment. The purpose of the assessment is to develop appropriate controls to prevent harm or injury.

The five basic ways to control hazards, and examples:

1. Elimination (remove from the work site)
2. Substitution (use a less harmful chemical)
3. Engineering (isolate equipment /set guards)
4. Administration (provide training/ maintenance/ safe work procedures)
5. Personal Protective Equipment (provide gloves/ goggles/ safety harness)

After conducting an assessment that identifies all the hazards, develop procedures to address how to control each hazard to eliminate or manage risk. When working alone or in isolation, developing a safe work procedure specific to the job is an essential control and safety measure, particularly where multiple factors come into play, such as a vast range of occupations, job functions, and environmental conditions.

SAFE WORK PROCEDURES

After all hazards have been identified, reducing risks requires safety measures and systems suitable to the worker's needs. Before any employee can work alone or in isolation, employers must develop a procedure that both the employer and employee sign. Each working alone activity requires procedures specific to that activity and work environment. The worker must have adequate training in the use of the equipment, systems, and procedures for their effective application.

Working alone in the North includes outside jobs such as winter road construction, maintenance, transportation, water delivery, municipal services, conservation, exploration, and hunting and trapping. Adjust safe work procedures and training for working alone to reflect the North.

WORKER CONSULTATION

Consulting with the joint occupational health and safety committee (JOHSC) representing the worker, or with the worker directly is key to developing and successfully implementing safe work practices. Workers experience the hazards first hand and can help identify controls.

Working Alone Essentials

- Proper employee orientation and training.
- Effective communication to ensure employees who work alone can easily contact someone in the event of an emergency.

EFFECTIVE COMMUNICATION

Written safe work procedures must include an effective communication system and a way for employees to get help if there is an incident. The communications system must be responsive to the type and level of risk of the work and worksite. For instance, the employer of a surveyor who completes fieldwork alone could supply them with a hand held radio and schedule a check in every half hour.

The three main components of effective communication are the frequency of check-in, dependability of the system, and training.

Effective communication systems include:

- Radio communication;
- Phone or cellular communication; and
- Any means that provide effective communication considering the risks involved (for example, satellite phone, two-way radios, silent alarms).

Effective communication may require constant or intermittent mechanical or electrical surveillance or use of security systems, personal pagers, two-way radios, emergency sounding devices, visual monitoring systems, or similar equipment.

Post telephone numbers of the regular and emergency contacts in easily visible locations.

FREQUENCY OF CONTACT

The level of risk identified in the hazard assessment will determine the frequency of check-in or call-in times to make contact with the worker. Using the telephone for communication at regular intervals may be adequate in low risk situations. For personnel working in high hazard environments or at night in work environments that attract criminal victimization, check-in would be more frequent.

PERSONAL CHECK-IN BY ANOTHER PERSON

Check-ins scheduled at regular intervals ensures the safety and well-being of the employee working alone. Check-in procedures must clearly define time intervals (time between check-ins), shift end check-in, and procedures to follow when you cannot contact the worker. The employer, another employee, or the person the employer designates to check on the employee who is working alone, must know about that employee's activities and be capable of putting the emergency response plan into effect.

TRAINING

The employer needs to provide adequate information, instruction, and training to ensure competent and effective responses to working alone hazards. Even for low hazard activities, such as office work, the employee must receive instruction on safe work procedures for working alone. Working alone and outside in extreme weather conditions requires specific training and preparation; even more so in remote communities and locations.

All employees working alone require training in an effective communication system and call-in procedures. Additional training will depend on job function, job requirements, location, level of isolation, and environment of the working alone situation. For instance:

- **Hazardous / Remote Work:** Equipment safety, use of personal protective equipment, first aid, travel procedures.
- **Travelling Alone:** Safe work procedures, emergency survival training, travel procedures.
- **Late Night Retail:** Money-handling procedures; dealing with shoplifting, robbery, irate or abusive customers; emergency procedures.
- **Secure Facility:** Measures to reduce the risk of violence and procedures for dealing with violent situations.

INCIDENT REPORTING

The employee needs to keep accurate accounts of any incident that occurs while working alone (*what happened, where it happened, why it happened, who it happened to, any witnesses, any other relevant information*). The employee reports the incident to the employer who must report serious workplace incidents and injuries to the WSCC. Evaluating the incident report can lead to improved working alone procedures and policies.

WRITTEN WORKING ALONE PROCEDURE

STEPS FOR THE DEVELOPMENT OF THE PROCEDURE

1. Consult with workers and Joint Occupational Health and Safety Committee (JOHSC).
2. Establish communication procedures (including contact frequency).
3. Determine training requirements specific to work-alone situation.
4. Develop incident reporting requirements.
5. Establish contact information.
6. Conduct hazard assessment.
7. Ensure documented procedure considers following list.

To consider during the development of the procedure:

- Definition of *working alone*.
- Roles and responsibilities of management, supervisors, JOHSC representatives, and workers.
- Hazard assessment specific to the workplace and work activity.
- Identification of the level of risk to the worker.
- Controls needed to eliminate or reduce identified risks.
- Safe work practices, procedures, and equipment required.
- Establishment of an effective communication system.
- Limitations or prohibitions on specified activities.
- Establishment of minimum training.
- Training for workers developed in consultation with the JOHSC.
- Provision for personal protective equipment.
- Provision for emergency supplies for use in traveling under conditions of extreme cold.
- Investigation and reporting of incidents.
- Regular review of working alone precautions, policies, program, equipment, and training.

THE WRITTEN PROCEDURE SHOULD INCLUDE:

Contact Information:

- The name, address, location, and telephone number of the workplace.
- The name, address, location, and telephone number of the employer.

Hazard Assessment:

- The nature of the business conducted at the workplace.
- Identification of the possible risks.
- Control measures in place.

Safe Work Procedure:

- Start-up and end shift steps.
- Specific time or intervals to contact employee.
- Detail of who shall establish contact.
- Procedure to follow if contact cannot be established.
- Contact information for emergency procedures.
- Record and maintain log of check-in contact with employee.

Review and revise the working alone procedure at least every three years, or sooner if circumstances or conditions at the workplace change.

The person working alone and the contact person must review and sign the written procedure.

RESOURCES

For more information on working alone or in isolation:

Canadian Centre for Occupational Health and Safety, *Working Alone – General*. Accessed August 5, 2016

www.ccohs.ca/oshanswers/hsprograms/workingalone.html

Human Resources and Skills Development Canada, *Violence in the Workplace – Prevention Guide*. Accessed August 5, 2016

www.labour.gc.ca/eng/health_safety/pubs_hs/pdf/workplace_guide.pdf

Safe Work Manitoba, *Code of Practice for Workers Working Alone or in Isolation*. Accessed August 5, 2016

<http://safemanitoba.com/code-working-alone>

Workers Compensation Board of PEI, *Guide to Working Alone Regulations*. Accessed August 5, 2016

http://www.wcb.pe.ca/DocumentManagement/Document/pub_guidetoworkingaloneregulations.pdf

Government of Newfoundland and Labrador. *Working Alone Safely Guidelines for Employers and Employees*. Accessed August 5, 2016.

http://www.servicenl.gov.nl.ca/ohs/safety_info/si_working_alone.html

Government of Alberta. *Working Alone Safely. A Guide for Employers and Employees*. Accessed August 5, 2016

http://work.alberta.ca/documents/WHS-PUB_workingalone.pdf

APPENDIX A – SAMPLE PROCEDURES AND CHECKLISTS

SAMPLE WORKING ALONE PROCEDURE

Working Alone Call-in Procedures for:	
Workplace _____	
Address _____	
Phone _____	
Employer _____	
Address _____	
Phone _____	
Position _____	
RISKS _____	
Days of the week _____	
Hours begin _____	Hours end _____
Designated to check on employee _____	
Call times (every two hours) 1 am () 3 am () 5 am () 7 am ()	
Method of contact a) Phone b) E-mail c) Face-to-face	
If you cannot reach the employee or they do not respond within _____ minutes, face-to-face contact will be made by:	
_____	_____
Worker's Name	Supervisor's Name

Designated Contact's Name	
Contact person will call supervisor if the employee does not check-in, or if there is a workplace incident. Supervisor contact number _____	
If employee encounters an unsafe situation immediately contact: Contact phone number _____ or police.	
_____	_____
Signature of Employee	Signature of Supervisor
_____	_____
Signature of Designated Contact	Date

SAMPLE SAFE WORK PROCEDURE FOR RETAIL

WORKING ALONE PROCEDURE	
Position: _____	Date: _____
Days of the week: _____	Employee: _____
Hours begin: _____	Hours end: _____
Workplace: _____	
Address _____	Phone: _____
Employer: _____	
Address: _____	Phone: _____
RISKS IDENTIFIED:	

Supervisor will ensure:	
a) All workers left alone received training in communication procedures. <input type="checkbox"/>	
b) Employee is aware of procedures for calling for assistance. <input type="checkbox"/>	
c) Employee can recognize suspicious behavior. <input type="checkbox"/>	
d) Employee knows how to behave in the event of a robbery. <input type="checkbox"/>	
e) Emergency numbers are visible to employee. <input type="checkbox"/>	
Before leaving every shift, the supervisor will ensure:	
a) An effective communication system is available and working. <input type="checkbox"/>	
b) All outside lighting is working. <input type="checkbox"/>	
c) Cash station is visible from the outside. <input type="checkbox"/>	
d) Less than \$50.00 in cash. <input type="checkbox"/>	
e) Video surveillance is on. <input type="checkbox"/>	
f) Signs for minimal cash and surveillance are in place. <input type="checkbox"/>	
Employee will:	
a) Follow all procedures and remain alert. <input type="checkbox"/>	
b) Keep communication system with them at all times. <input type="checkbox"/>	
d) Report suspicious activity and report all incidents immediately. <input type="checkbox"/>	
e) Use drop safe to keep cash below \$50.00. <input type="checkbox"/>	
f) Call as per procedure at end of shift. <input type="checkbox"/>	
_____	_____
Employee Signature	Supervisor Signature

CHECKLIST FOR EMPLOYEES WHO PERFORM HAZARDOUS WORK

EMPLOYEE TRAINING

Do you ensure employees receive proper training and can safety work alone?
Are employees aware of the increased risk from carrying out the hazardous work alone?

SAFE WORK PROCEDURE

Do you have a safe work procedure for the hazardous work?
Did the employer develop the safe work procedure with the involvement of the affected employees?
Do employees sign in before the job?
Do workers receive information on a travelling plan and an estimated time of return?
Is there a procedure for the employee to check-in upon completing planned activities at the site?

EQUIPMENT SAFETY

Do you ensure equipment is in good working condition prior to use?
Does the equipment and machinery meet regulatory standards?
Are equipment and machinery used in accordance with the manufacturer's specifications?
Is a dead-man switch used in high hazard machinery to prevent continued activation?

EQUIPMENT AND SUPPLIES

Do you equip employees with the appropriate first aid supplies?
Do employees carry the required first aid supplies?
Do employees carry the necessary personal protective equipment?
Do employees carry emergency supplies if they are to work in remote areas with inclement weather?

COMMUNICATION

Do you have an effective means of communication for employees to use if they need immediate assistance?
Does the method of communication involve one or more of the following:
Regular telephone, cell phone, or radio contact?
Schedule check-in points with other employees?
Alarm system that could alert other employees?
Others? Specify: _____
Is there an overdue employee procedure to initiate searches for employees who fail to report?

(Adapted from Government of Alberta, Working Alone Best Practices, 2000)

CHECKLIST FOR EMPLOYEES WHO TRAVEL ALONE

EMPLOYEE TRAINING

Do you ensure employees receive training and can safety work alone?

Do employees know of the hazards associated with working alone?

For employees who have to travel alone to remote locations, do they have training in emergency survival?

SAFE WORK PROCEDURE

Do you have a safe work procedure for employees travelling alone?

Do employees have adequate rest periods between work periods when they are travelling alone?

EQUIPMENT SAFETY

Do you ensure vehicles used by employees are in good working condition?

Are all vehicles used by employees under regular maintenance programs?

Do employees complete pre-operation inspections of vehicles? (see checklist on next page)

EQUIPMENT AND SUPPLIES

Do you provide employees with the appropriate first aid supplies?

Do employees carry the required first aid supplies?

Do employees carry the emergency supplies when they travel in extreme cold or inclement weather conditions?

COMMUNICATION

Do you have an effective means of communication for employees to use if they need immediate assistance?

Do you have a procedure for tracking overdue employees that is appropriate to the hazards?

Does the method of communication involve the following:

Regular telephone, cell phone, or radio contact?

Reporting to designated locations according to the travel plan?

Others? Specify: _____

(Adapted from Government of Alberta, Working Alone Best Practices, 2000)

MANAGEMENT FOR REMOTE TRAVEL

Prior to departure, the employee will record the following information with their supervisor.

The make and type of vehicle	The registration number
Names of occupants	Destination
Estimated time of arrival	
Designate contacts at departure and arrival sites	

Ensure that contact takes place at the agreed times, at suitable way points, and upon interruptions to travel plans. Plan for roads that require radio control. Call-ins at specified intervals are indicated on roadside signage. Ensure the radio is on, the volume is set, and the selector is on the correct channel.

Use of a suitable GPS is advisable.

Driver Information	Name(s):						
	Company:						
	MUST PROVIDE Phone Cell #:						
	Travelling from:						
Trip Details	No. of People Travelling:						
	Date of trip:						
	Purpose of trip:						
	Accommodation Requirements:	Yes	No	If Yes, how many nights?			
	Destination Contact:						
	Original Departure Point (ODP):						
	Expected Route from ODP:						
	Hotels (if applicable):						
Vehicle Information	Year:						
	Make:						
	Colour:						
	License Plate #:						
	4x4:	Yes	No				
	Radio:	Yes	No	Sat Phone:	Yes	No	If Yes, #:

VEHICLE SAFETY CHECKLIST

Month: _____ Year: _____ Unit #: _____ Mileage: _____ km

Description	Y / N	Comments
Hands free cell phone		
Satellite Phone		
Radio Communication		
Vehicle registration, and insurance		
Full size spare tire, jack, and wheel wrench		
Windows and mirrors (no cracks/chips)		
Tires/wheels condition		
Lights in working order		
Aftermarket accessories fastened securely		
Routine maintenance as per manufacturer's recommendations		
Condition of No. 2 First Aid Kit (No. 2 - Distance from Emergency Medical Services or Hospital >40 minutes)		
Flares or Advance warning triangles		
Fire extinguisher		
monthly-verify charge		
pin		
no damage		
annual certification current		
Flashlight		
Booster cables		
Safety vest		
Clean interior and exterior		
Survival kit		
Cargo stored securely (for example fire extinguishers, storage boxes, spare fuel, etc.)		
Spare Fuel		

Employee Signature

Supervisor Signature

PRE-OPERATIONAL INSPECTION

Date _____

Position: _____ Employee: _____

Equipment Make: _____ Equipment Number: _____

Hours begin: _____ Hours end: _____

Mileage: _____ Project: _____

Supervisor: _____ Phone: _____

Address: _____

VISUALLY INSPECT ALL VEHICLES BEFORE OPERATION

- a) Seatbelts
- b) Lights
- c) Instruments and Gauges
- d) Fuel Level
- e) Steering
- f) Manual
- g) Brakes and Park Brake
- h) Wipers/Washer Fluid
- i) Heater/Defroster
- j) Emergency Flashers
- k) Turn signals/Brake Lights
- l) Tires/Lugs
- m) Fluid levels/Oil

Employee Signature

Supervisor Signature

CHECKLIST FOR EMPLOYEES WHO MEET CLIENTS AWAY FROM THE OFFICE

EMPLOYEE TRAINING

Do you ensure employees receive training and can safety work alone?

Did employees receive training on how to recognize potentially violent situations?

Did employees receive training in non-violent responses to threatening situations?

Does the employee know their employer's safe work procedures when meeting clients at their premises?

SAFE WORK PROCEDURE

Do you have a safe work procedure for employees working at their client's premises?

Does the safe work procedure include an evaluation based on risk awareness, and take into consideration the following:

- Client behaviour?
- Location (unsafe area, isolation, poor lighting, unlit parking, unsafe building)?
- Presence of dangerous items (weapons, vicious pets)?
- Others? Specify: _____

Do you require employees to have a safe visit plan for high risk situations based on the above evaluation?

Does the safe visit plan consider the following control measures:

- Use of cell phone to maintain regular contact with the office?
- Phone designated contact person prior to and after leaving the client's premises?
- Buddy system – arrange for a second person to accompany the employee in a high risk situation while on the visit?
- Arrange to meet the client at a safe location?
- Use of security services?
- Defer visit until proper safety measures are possible?
- Others? Specify: _____

COMMUNICATION

Do you have an effective means of communication for employees to use if they need immediate assistance? Does the method of communication involve one or more of the following:

- Regular telephone, cell phone, or radio contact with designated person?
- Check-in points with other employees?
- Others? Specify: _____

(Adapted from Government of Alberta, Working Alone Best Practices, 2000)

CHECKLIST FOR EMPLOYEES WHO WORK IN ISOLATION

EMPLOYEE TRAINING

Do you ensure employees receive training and can safely work alone?

Do employees know of the hazards associated with working in isolation?

Did you train employees in non-violent responses to threatening situations?

Did you train employees in the proper use of security systems to prevent/discourage intruders?

Did you train employees in questioning strangers about the appropriateness of their presence?

SAFE WORK PROCEDURE

Do you have a safe work procedure to secure the work site?

Does the safe work procedure include appropriate behaviours when confronted with an intruder?

Does the safe work procedure require a check for secure work site prior to the start and at the end of the shift?

SITE SECURITY

Do you provide a safe work site for employees working alone?

Does the site have a security system?

Does the security system include the following:

- Remote alarm?
- Personal alarm?
- Video surveillance camera?
- Others? Specify: _____

Is the alarm system regularly checked to ensure it is operational?

Are all doors and windows secured with appropriate barriers?

Do you limit public access into the work site?

Are there adequate lights at the site entrance and parking areas?

COMMUNICATION

Do you have an effective means of communication for employees to use if they need immediate assistance?

Does the method of communication involve the following:

- Regular telephone, cell phone, or radio contact with a designated person?
- Regular security patrol?
- Alarm system to security services?
- Regular visit by co-workers
- Others? Specify: _____

(Adapted from Government of Alberta, Working Alone Best Practices, 2000)

CHECKLIST FOR EMPLOYEES WHO HANDLE CASH

CASH AND MERCHANDISE CONTROL

Do you have a policy to control cash and valuables in the workplace?

Do you have a procedure to minimize cash availability?

Do you use devices such as drop safes to limit the cash-on-hand to less than \$50?

Do you post signs in prominent places notifying the public that limited cash is kept on the premises?

VISIBILITY

Do you have good visibility in the workplace to discourage robbery?

Are doors and windows clear of signs, posters, and window displays to allow good, two-way visibility of the cash handling area?

Is the check-out stand or cash register located near the front, and in the centre of the business where it is clearly visible to observers outside?

Is the cash register visible from all sides?

Are shelves and counters kept low enough for good visibility throughout the premises?

Are all indoor lights bright and working properly?

Is the entrance to the building easily seen from the street and free of heavy shrub growth?

Is lighting bright in parking and adjacent areas?

EMPLOYEE TRAINING

Do you ensure employees receive training and can safely work alone?

Do you provide training on working alone to employees?

Does the training program include:

- Strategies to discourage robberies?
- How to behave during a robbery attempt?
- Training in conflict resolution and non-violent response to threatening situations?
- Training in emergency response procedures for robberies and other crimes on site?
- Proper maintenance of the security system?
- How employees get timely assistance if needed?
- Testing employees' knowledge at the end of the orientation program?
- Others? Specify: _____

CHECKLIST FOR EMPLOYEES WHO HANDLE CASH**P.2/2****SECURITY SYSTEM**

Do you have a security system at your work site?

Do you post signs in prominent places to publicize the use of security systems at the work site?

In choosing a security system, consider the following:

Video surveillance camera

Alarm (personal and remote)

Mirrors

Observation windows

Height markers

Others? Specify: _____

COMMUNICATION

Do you have an effective means of communication for employees to use if they need immediate assistance?

Does the method of communication involve one or more of the following:

- Regular telephone, cell phone, or radio contact with a designated person?
- Personal alarm system?
- The use of regular security patrols?
- Agreements with a nearby business for regular visual or telephone contact?
- Others? Specify: _____

Did you prominently display emergency telephone numbers (such as police, employer, supervisor) to make them readily accessible by employees?

OTHER MEASURES

Did you eliminate all easy escape routes for robbers?

Did you consider the use of protective shielding to protect employees?

Did you use proper resources, such as local police service, consultants, and designated staff in establishing a policy and procedures for employees working alone?

(Adapted from Government of Alberta, Working Alone Best Practices, 2000)

APPENDIX B - OHS REGULATIONS

The New *Occupational Health and Safety Regulations* are in effect in the Northwest Territories as of June 1, 2015 and March 29, 2016 in Nunavut. The Regulations PDF document is streamlined to make it easier to find information relating to specific workplace topics.

TABLE OF CONTENTS

The *Table of Contents* available at wsc.nt.ca under [OHS Regulations Table of Contents](#) gives an overview of the regulations.

The *OHS Regulations* start with preliminary matters of interpretation and applications. They are organized into Parts relating to types of requirements, for example, *Part 2: REPORTING*, and specific workplace topics, for example, *PART 18: CONFINED SPACE ENTRY*.

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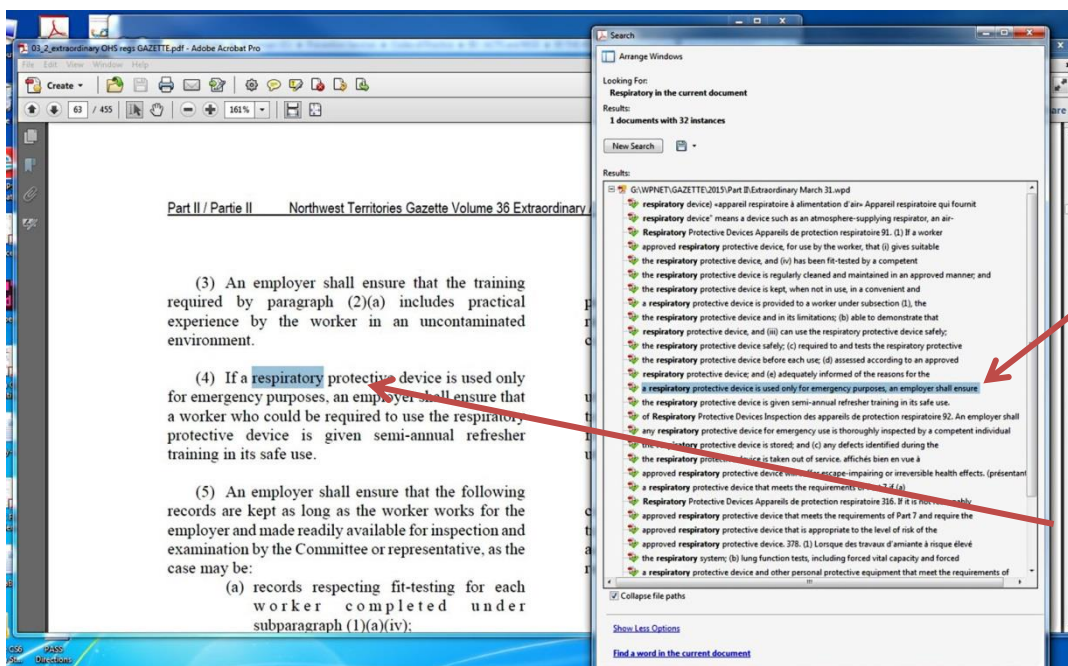
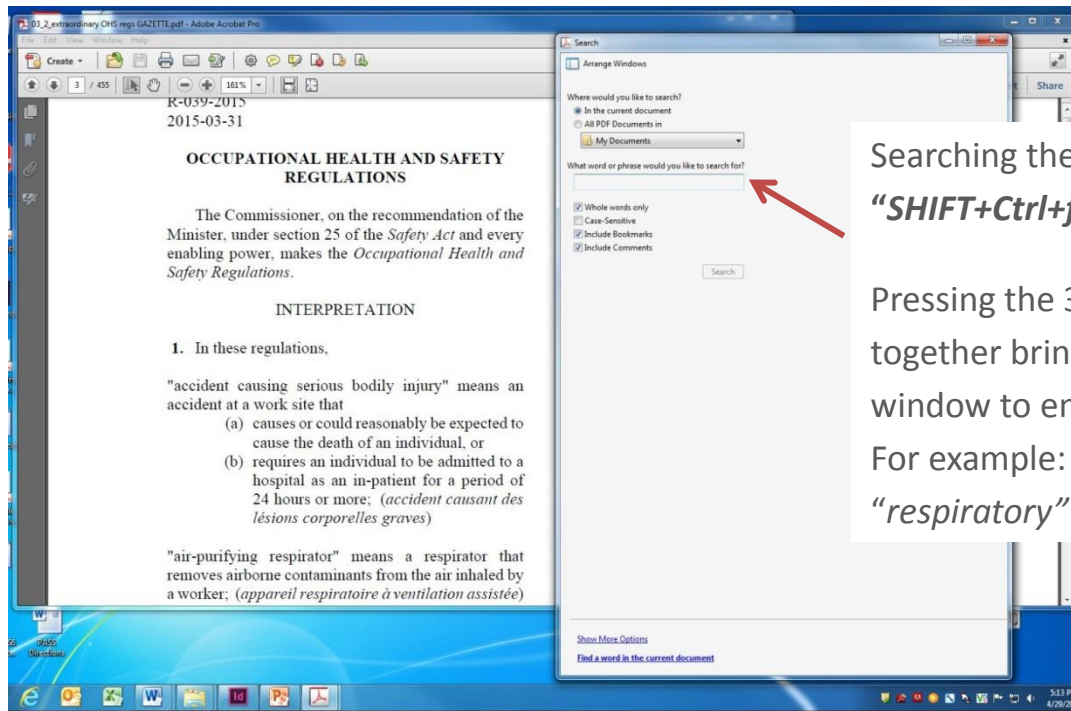
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READING THE OHS REGULATIONS

The OHS Regulations are available for download at wcc.nt.ca. The PDF has a searchable function that allows users to enter a topic and search the entire document for every instance that word or phrase.



APPENDIX C – OHS REGULATION WRITTEN PLANS, RECORDS, AND LOGS

Documenting work activity helps ensure employers, supervisors and workers know and follow safe procedures; properly inspect and maintain equipment; and have appropriate training to perform their work. Documentation required by the Regulations must be written and available to workers at work sites and submitted to the Joint OHS Committee.

PLANS

PART 3

GENERAL DUTIES

- Occupational Health and Safety Program
- Plan for the control of hazardous substances
- Plan for training workers

PART 6

GENERAL HEALTH REQUIREMENTS

- Exposure Control Plan

PART 8

NOISE CONTROL AND HEARING

- Hearing Conservation Hearing

PART 9

SAFEGUARDS, STORAGE, WARNING SIGNS AND SIGNALS

- Fall Protection Plan
- Traffic Control Plan

PART 18

CONFINED SPACE ENTRY

- Entry Plan

PART 20

DIVING OPERATIONS

- Diving Plan
- Diving Contingency Plan

PART 24

ASBESTOS

- Asbestos Control Plan

PART 26

FIRE AND EXPLOSION HAZARDS

- Fire Safety Plan

PART 32

ADDITIONAL PROTECTION FOR FIREFIGHTERS

- Plan for Response to Emergency Incident

RECORDS

Part 2

REPORTING

- Annual Statistical Report*
- Notice of Accident Causing Serious Bodily Injury*
- Notice of Dangerous Occurrence*

PART 6

GENERAL HEALTH REQUIREMENTS

- Cleaning and Maintaining Ventilation System

PART 8

NOISE CONTROL AND HEARING CONSERVATION

- Measurement of Noise Levels
- Daily Exposure Exceeding 85 dBA L_{ex}

PART 9

SAFEGUARDS, STORAGE, WARNING SIGNS AND SIGNALS

- Designated Signalers
- Locking Out

PART 11

POWERED MOBILE EQUIPMENT

- Inspection and Maintenance

PART 12

SCAFFOLDS, AERIAL DEVICES, ELEVATING WORK PLATFORMS AND TEMPORARY SUPPORTING STRUCTURES

- Maintenance and Inspection

* Employer must submit to the Chief Safety Officer and provide copies to the Joint OHS Committee, removing names of the workers from the document. See Part 2 of the OHS Regulations for other reporting requirements.

PART 13

HOISTS, CRANES AND LIFTING DEVICES

- Log Book

PART 20

DIVING OPERATIONS

- Diver's Personal Log

PART 21

CHEMICAL AND BIOLOGICAL SUBSTANCES

- Precautions for Certain Substances

PART 23

RADIATION

- Records of Dose

PART 24

ASBESTOS

- Inspection
- Labelling and Placarding
- Blasting Enclosures

PART 26

FIRE AND EXPLOSION HAZARDS

- Flammable or Explosive Substance in Atmosphere
- Hot Work

PART 31

ADDITIONAL PROTECTION FOR HEALTH CARE WORKERS

- Ethylene Oxide Sterilizers

Working Alone

Workers' Safety & Compensation Commission
Northwest Territories and Nunavut

WSCC Emergency Reporting
24-hour Incident Reporting Line

1 800 661-0792

WSCC



If you would like this code of practice in another language, please contact us.