



# Working Alone Policy

**Revision Date:** June 1, 2023

In accordance with the Workplace Safety and Health Regulation 105/88 the owner of The J & G Group of Companies will be responsible for setting up the Working Alone check sheet. The owner is to verify that the employee has reported back at the designated times and will initiate a search if they have not.

To ensure that all construction employees are free from hazards while working alone a checklist of procedures has been put in place.

1. Training for all staff in the procedures of working alone employer, foreman, and worker
2. All staff are aware of real and potential hazards in the work area. By worker hazard and recognition training.
3. A method of checking in with the worker will be established.
  - (A) The worker will contact the office at the designated times of lunchtime (1200-1230) and end of day (1730-1800). The worker will have a company radio in vehicle on the job site or if so choose can use their personal cell phone. The designated contact will complete the log in the office with the employee's name, time and location of work.
4. If contact is lost with the worker, the designated contact person will advise management to go to the site. If management does not subsequently contact the office, 911 will be called.

Adherence to Workplace Safety and Health Regulations and our policies and procedures are not seen as an option. The health and safety of every person in the workplace is of the utmost importance and is the responsibility of ALL involved.