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## "Work Alone Policy"

### Secure Shield Security Inc.

#### Purpose

The purpose of this policy is to establish procedures and guidelines to protect the health and safety of employees who work alone or in isolation. The aim is to minimize risks and ensure prompt assistance in case of an emergency.

#### Scope

This policy applies to all employees, contractors, and volunteers who are required to work alone as part of their job duties at Secure Shield Security.

#### Definitions

- **Work Alone:** An employee is considered to be working alone when they are out of sight and hearing range of another individual and cannot expect assistance within a reasonable period.
- **Isolation:** A situation where an employee is working alone in a remote or secluded area, increasing the difficulty of receiving prompt help.

#### Responsibilities

- **Management:** Ensure that work-alone situations are identified, risks are assessed, and appropriate control measures are implemented. Provide necessary training and resources.
- **Supervisors:** Implement and enforce the work-alone policy, conduct risk assessments, and ensure employees are trained and equipped to work safely alone.
- **Employees:** Follow the work-alone procedures, participate in training, use provided safety equipment, and report any concerns or incidents.

## Risk Assessment

- **Identify Hazards:** Evaluate tasks that involve working alone to identify potential hazards (e.g., physical, environmental, security risks).
- **Assess Risks:** Determine the likelihood and severity of identified hazards.
- **Implement Controls:** Develop and implement measures to eliminate or minimize risks (e.g., communication devices, check-in procedures).

## Procedures

### 1. Pre-Work Planning:

- Conduct a risk assessment before assigning tasks that require working alone.
- Ensure the employee has the necessary training and equipment.
- Develop an emergency response plan tailored to the specific work-alone situation.

### 2. Communication:

- **Regular Check-Ins:** Establish a system for regular check-ins via phone, radio, or other communication devices.
- **Emergency Contacts:** Provide a list of emergency contacts and ensure the employee knows how to reach them.
- **Fail-Safe Mechanism:** Implement a fail-safe mechanism such as an automatic alert if a scheduled check-in is missed.

### 3. Training:

- Provide training on recognizing hazards, using safety equipment, and following emergency procedures.
- Conduct regular refresher courses and update training materials as needed.

### 4. Monitoring and Support:

- Assign a designated person to monitor the check-ins and respond to missed check-ins or emergencies.
- Ensure employees have access to first aid kits and other necessary safety equipment.

### 5. Incident Reporting and Investigation:

- Require employees to report any incidents or near-misses immediately.
- Investigate incidents to determine the cause and implement corrective actions to prevent recurrence.

## Emergency Procedures

- **Emergency Response Plan:** Develop a specific emergency response plan for each work-alone situation, including contact information for emergency services and procedures for evacuation or medical assistance.
- **Incident Protocol:** Outline the steps to take in case of an emergency, such as calling for help, providing first aid, and securing the area.

## Review and Improvement

- **Regular Review:** Review and update the work-alone policy and procedures regularly to ensure they remain effective and comply with current regulations.
- **Continuous Improvement:** Use feedback from employees and incident reports to continuously improve the policy and address any identified issues.

## Compliance and Enforcement

- **Policy Adherence:** Monitor compliance with the work-alone policy and take disciplinary action for non-compliance.
- **Regulatory Compliance:** Ensure all work-alone procedures comply with relevant occupational health and safety regulations.



## More information

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