



## Working Alone Policy

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Effective: April 1, 2018

Review:

Revised:

Signature/Position: Aboriginal Sport and Wellness of Ontario's ("ASWCO" or the "Organization") Executive Director

### **Applicable Legislation:**

*Occupational Health and Safety Act, (OHSA), R.S.O. 1990*

*Industrial Establishments Regulation 851. R.R.O. 1990*

*Construction Projects Regulations 213/91*

### **Applicability:**

This policy applies to all ASWCO's Board Members, employees, staff, students, interns, volunteers, contractors and visitors who are performing work or activities alone that have the potential to result in exposure to hazardous materials or equipment or to environments that pose a risk of injury or illness due to hazardous conditions or violence.

### **Policy Statements:**

1. Working alone is prohibited where such work is specifically prescribed or prohibited by an ASWCO policy, program or procedure.
2. Each of the Organization's Departments are responsible for developing working alone safety plans and/or procedures as required to safeguard those individuals working alone or where a known potential threat to an individual is known to the Organization.
3. Working alone safety plans and/or procedures shall be reviewed by the Organization's Executive Director.
4. Applicable supervisors/managers shall be made aware of and approve all working alone situations.
5. Applicable supervisors/managers shall work cooperatively with ASWCO Board Members, employees, staff, students, interns, volunteers, contractors and visitors to identify and assess working alone situations.
6. Applicable supervisors/managers shall put appropriate measures in place to mitigate, minimize or control risks identified with working alone situations.
7. Applicable supervisors/managers shall provide ASWCO Board Members, employees, staff, students, interns, volunteers, contractors and visitors with appropriate training and instruction on the requirements for working alone.

## **Glossary**

In this policy the term *working alone* shall mean where an ASWCO Board Member, employee, staff, student, intern, volunteer, contractor and/or visitor is working in circumstances and situations by themselves where immediate assistance is not readily available in the event of injury, illness, threat of physical harm or harassment or other emergency. Working alone may include work in both at ASWCO's head office, remote or satellite working offices or field locations and can occur during both during and outside of normal working hours.