

Working Alone or in Isolation Policy

Adopted date: Oct 26, 2022	Amended date: Jul 16, 2025	Next Review: 2030
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OBJECTIVE

Van Anda Improvement District (VAID) cares about the safety and well-being of employees and recognizes the risks inherent in working alone or in isolation. This policy is in place to protect employees from serious injury or loss of life and describes the responsibilities and actions to be taken to protect employees when they work in these conditions.

POLICY

VAID shall take all reasonably practicable steps to reduce, eliminate, or control identified and potential risks to workers who work alone or in isolation.

RESPONSIBILITIES

VAID:

- Develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.
- Train workers in safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

Supervisors:

- Ensure employees follow the safe work procedures set out by the employer.
- Ensure every vehicle is fitted with a personal First Aid kit.

Employees:

- Review the Working Alone handbook
- Take reasonable care/precautions to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received
- Evaluate risk and apply appropriate actions
- Report any accidents, injuries, near-misses, and other dangerous occurrences
- Familiarize themselves with the working alone app before using it.

POLICY P-33

“CHECK IN” PROCEDURE

All employees evaluate their working conditions for the day and determine if a working alone check in will be required.

If a check in is determined necessary, the preferred Check In Procedure is using the VAID recommended app.

If the app is not available:

The employee has been instructed to provide the following information:

- location of the job site they are working at
- an estimated length of time for the job to be completed.
- the next check-in time.
- notification when the job is completed the job they have left the site.

All employees working alone must arrange a check in with a monitor (another employee or board member) by phone or text upon commencing work. If employees assign a task to a laborer or anyone else, and that person is left alone at a job site, the employee must check in with that person as determined.

Time between check ins will be determined by the nature of the work. The monitor will keep a log of date, times, and final check out. This log will be filed at the administration office monthly.

If the employee does not check in with the monitor as required within 15-minutes of the set check in time, the monitor will attempt to contact the working alone employee. If there is no response, the monitor or a delegate arranged by the monitor will go to the last known site of the employee.

SCOPE

This policy applies to all employees that work alone or in isolation.

RELATED DOCUMENTS

- Worksafe BC Working Alone handbook

FORMS

- Working Alone Log
- Policy Agreement Form