

Manual Section 7	Issue Date 03/17/10	Revision Date 06/15/21	Policy Number LLCP-119
	<b>Working Alone</b>		

**Purpose**

To provide for measures to protect the health and safety of, and minimize risk to, any worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency. Strict adherence to this policy will help to meet health and safety legal requirements and demonstrate due diligence in work alone situations.

**Scope**

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

**Definitions**

*Working Alone* - means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

**Policy**

The Corporate HSE department is responsible for ensuring a procedure is in place for assessing working alone situations; and site specific working alone plans are developed, implemented, communicated and enforced.

A hazard assessment shall be performed to address hazards and identify control measures in order to minimize risk associated with employees who will be working alone.

Corporate HSE shall review the tasks for each location under their control to identify employees who work alone.

Corporate HSE shall consult with the location Manager and with the employee who will be working alone to assess the conditions under which the employee is working, determine potential hazards and ways to minimize them, establish a means and schedule for communication with a contact person and provide for assistance in an emergency situation. The tasks the employee will be performing need to be assessed for their level of risk; higher risk activities require shorter times between communications with the contact person. The result will be a written plan for working alone in a specific site.

The working alone plan shall be signed and dated by both the Manger and the employee who is required to work alone.

The Manager or appointed representative shall give a copy of the plan to each employee who is required to work alone, and that employee’s supervisor.

The Manager or appointed representative and the employee shall comply with the plan.

**Procedure**

Working alone in certain circumstances, situations, or environments can increase the risk to the health and safety of the worker. Special arrangements must be made to minimize this risk, especially after normal working hours, as these circumstances pose an additional risk to life and property.

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Where a worker is working alone, the employer shall develop and implement written procedures to ensure, as far as is reasonably practicable, the health and safety of the worker from risks arising out of, or in connection with, the work assigned.

The department Manager shall provide a cell phone for the employee to use as a means of communication while they are working alone. The employee shall keep this phone on their person or within reach at all times while working alone to assure that checks can be answered accordingly.

In the event that the employee working alone does not answer to the primary or secondary means of contact, the Manager or appointed designee shall contact the Corporate HSE department immediately and initiate response efforts by traveling to the site. The Manager shall initiate an employee search if upon arrival to the site, the employee cannot be found and no contact has been made by the employee.

Written procedures developed shall include the following information at a minimum:

- The name, address, location and telephone number of the workplace;
- The name, address, location and telephone number of the employer;
- Cellular phone number for the employee to use while working alone;
- Keep secondary radio as backup in the event the primary cell phone does not work;
- The nature of the business conducted at the workplace;
- Identification of the possible risks to each worker working alone that arise from or in connection with the work assigned;
- The steps to be followed to minimize the risks identified;
- Details of the means by which a worker who is working alone can secure, and the employer can provide, assistance in the event of injury or other circumstances that may endanger the health or safety of the worker.
- Identify the check in/check out time intervals for checking on the worker. Higher risk activities require shorter time intervals between communications with the contact person; the Plan shall dictate intervals;
- The location Manager is ultimately responsible for contacting the worker and recording the results of the contact although they may appoint someone in the event they will be unable or unavailable to perform this function;
- Outline the process to be followed if the worker cannot be contacted, including provisions for an emergency rescue; and
- Provide a means for checking with the worker at the end of the worker's shift.

It is strongly recommended that handling of hazardous substances or performing hazardous activities be prohibited when the worker is working alone.

Work involving entry into confined spaces must never be conducted alone.

Communicate the site-specific Working Alone Policy to all workers under their jurisdiction and ensure understanding and compliance with the policy.

Maintain documentation of the site specific Working Alone Plans and requirements within each department.