 NEW Organic Digestion	NEW Organic Digestion, LLC Safety Management System		DEN.SAFE.POL.140-028.WorkingAlone	
			Initial Issue Date	02/01/2017
WORKING ALONE			Revision Date:	08/23/2018
			Next Revision Date:	08/23/2020
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 2

Purpose:

The purpose of this program is to provide guidance to NEW Organic Digestion, LLC employees as to safe working conditions and dangers of working alone.

Scope

- This Code of Practice sets out the practices to be followed by NEW Organic Digestion, LLC employees and contractors to ensure the health and safety of workers when working alone. The Code also sets out the practices and procedures adopted to ensure workers working alone have access to assistance in the event of an injury, illness or emergency. This code applies to all NEW Organic Digestion, LLC employees and contractors who may be required to work or travel alone on behalf of NEW Organic Digestion, LLC

Administration and Program Evaluation

- The Health and Safety Manager will administer this Code of Practice.
- An annual evaluation of this Code of Practice shall be conducted to ensure the standard practices of this code are current and effectively protect our employees, contractors and clients.

Responsibilities

- NEW Organic Digestion, LLC has the responsibility to ensure that employees and contractors who work alone can work safely and have access to assistance in the event of an emergency.
- Supervisors are responsible for ensuring that working alone procedures are followed. They are also responsible for minimizing the risks associated with working alone.
- Employees and contractors will follow the practices outlined in this Code of Practice.

Training and Competencies

- All employees and contractors shall be provided with training in this Code of Practice during new hire orientation and periodically during safety meetings.

Related Legislation and Documents


- Occupational Health and Safety Act, General Duty Clause

Definitions

- Working Alone applies to a worker working alone at a work site and when assistance is not readily available if there is an emergency or the worker is injured or ill. At worksites, alone means no other workers are present at the work site. On public and private roads, alone means a situation where other persons are not likely to be present to provide emergency notification or assistance.

Procedures

- NEW Organic Digestion, LLC employees and contractors will not work alone when work involves:
 - Any Hot Work
 - Confined Space Entry
 - Shop Tasks involving fire hazards, high pressure, high hazard chemicals or high voltage.
- This policy will include a requirement for:

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- Allowing adequate rest period
- Equipment maintenance
- Emergency equipment
- Communication
- Contingency plan for overdue workers.
- Field Supervisors must ensure workers traveling long distances have an adequate rest period prior to traveling.
- Equipment must be well maintained in order to reduce unnecessary risk to workers.

Communication

- An effective means of communication must be established prior to working or traveling alone. Workers traveling or working alone have a means of communication (i.e. cellular telephone or radio). Travel to isolated locations or during inclement weather conditions may require a check-in system with the office.
- Office staff or workers traveling for the purpose of business (e.g. -area to area, course, etc.) and traveling major routes do not fall under the working alone policy.

Overdue Worker Contingency Plan

- In the event of an overdue worker, a contingency plan must be developed. Employees/contractors that have exceed their ETA (estimated time of arrival) by an hour shall be contacted to ensure they have arrived safely.
- If contact with the worker/contractor still has not been made after three attempts, The Safety and The HR Manager shall be notified for follow up on workers. The search for an overdue worker/contractor cannot be cancelled until it has been confirmed the individual's safety is not at risk.

TRAINING

All workers and contractors will be provided with notice of this policy.

OTHER REQUIREMENTS

Insubordination in regards to this standard will be dealt with as per NEW Organic Digestion, LLC's Disciplinary Program.