



POLICY STATEMENT

Northlands College is committed to ensuring a safe and healthy working environment for all employees. This policy provides a framework how the college identifies and manages risks associated with working alone or in isolated location, in compliance with The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020 (Section 3-24). It supports the College's responsibility to provide a safe workplace and demonstrates due diligence in all working-alone situations.

PURPOSE

The purpose of this policy is to protect workers who are or may be required to work alone or at isolated worksites. The policy outlines procedures for risk assessment, communication, emergency response, employee training, and monitoring work conditions to help reduce and manage risks effectively.

GUIDING PRINCIPLES

- Risks associated with working alone must be identified and addressed through practical and preventative measures.
- Every employee has the right to a safe workplace, regardless of their work location or time.
- Open communication, regular monitoring, and proper emergency preparedness are essential in mitigating risks for employees who work alone.
- This policy will be implemented in consultation with the Occupational Health and Safety Committee (OH&SC) and reviewed regularly.

SCOPE

This policy applies to all Northlands College staff, including full-time, part-time, permanent, temporary, and contract staff working alone in campuses, classrooms, offices, labs, field settings, or other college-operated locations.

DEFINITIONS

- **Working Alone:** An employee who is the only person at the worksite and help is not readily available in the event of an emergency. (OHS Reg 3-24(1))
- **Supervisor:** An individual authorized by an employer to oversee or direct the work of other employees of Northlands College.
- **Hazardous Task:** Any activity/task involving risk to life, health, or safety, particularly when performed without assistance.
- **Normal Work Hours:** Official working hours of Northlands College are 8:00 a.m. – 5:00 p.m. Monday to Friday, or as defined by specific departments.



POLICY REQUIREMENTS

1. Risk Identification

Supervisors must complete hazard assessments to determine if work can safely be done alone. Employees can perform the following tasks:

- Entering a college facility before, during, or after standard work hours for official purposes.
- Travel alone for college-related work.

The following tasks must **not** be performed while working alone after office hours:

- Operating heavy machinery or power tools
- Handling hazardous chemicals or laboratory substances
- Working at heights
- Entering confined spaces
- Fieldwork in remote areas
- Electrical or mechanical maintenance involving high voltage

2. Safe Work Procedures

Written procedure is created for all identified hazards (see appendix A), and it includes:

- What to do in case of emergency
- How to call for help and use communication devices
- Responsibilities of supervisors
- How to report incidents or near misses

3. Communication & Check-In

- A check-in procedure is mandatory for anyone working alone. This includes a minimum of contact at the start and end of their shift.
- The frequency of check-ins will depend on the nature of the work:
 - **Low risk:** Start and end of day
 - **Moderate risk:** Every 2 hours
 - **High risk:** Every 30 minutes or monitored via phone, Microsoft Teams, or security camera (if available)
- If a check-in is missed:
 - Try contacting the individual immediately



- Alert the nearest supervisor or designated emergency contact
- If no response within 30 minutes, initiate emergency support by calling 911 and informing the head of OH&SC.

TRAINING AND AWARENESS

Northlands College will provide training and resources to ensure that all employees are aware of this policy. Training includes hazard recognition, emergency communication, and emergency response. All training must be documented and reviewed annually by supervisors and reported to OH&SC.

DOCUMENTATION & COMPLIANCE

Supervisors must maintain up-to-date records of hazard assessments, check-in procedures, and training. Non-compliance with this policy may lead to appropriate corrective or disciplinary action.

REVIEW OF POLICY

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.

REFERENCES

- The Occupational Health and Safety Regulations, 2020, Section 3-24
- [The Saskatchewan Employment Act](#)
- Canadian Centre for Occupational Health and Safety (CCOHS) Working Alone Guidance: <https://www.ccohs.ca/oshanswers/hsprograms/alone/workingalone.html>

FOR FORMS

- Working Alone Risk Assessment Form
- Working Alone Daily Check-In Log
- Incident Report Form

Policy Originated: April 11, 2025	Approved by: Board of Governors
Last Approval Date:	Approval Motion Number:



Appendix: A
Safe Work Procedures for Identified Working Alone Hazards

High-Risk Task	Emergency Response	Calling for Help	Supervisor Responsibilities	Reporting
Operating Heavy Machinery or Power Tools	Stop operation, shut off power, call for help.	Use radio or cell phone. Ensure emergency stop is accessible.	Ensure operators are trained, certified, follow check-in procedures, and inspect equipment.	Report malfunctions, injuries, or near misses using incident form.
Working Alone in Campus Facility	Evacuate to safe area if needed.	Use phone or call 911	Confirm location, enforce check-in system, respond to missed check-ins.	Document the incident, notify security and supervisor.
Handling Hazardous Chemicals or Lab Substances	Follow MSDS/WHMIS, use emergency showers or eyewash.	Contact lab safety or supervisor via phone.	Maintain Material Safety Data Sheet, ensure PPE use, conduct drills.	File chemical exposure/spill report and notify OH&SC.
Working at Heights	Do not move injured person, call 911.	Use radio or mobile; ensure spotter is present.	Verify fall protection training, inspect equipment.	Report all incidents and complete fall protection logs.
Entering Confined Spaces	Exit space immediately, use monitors, call for help.	Use intrinsically safe radio, maintain communication with standby.	Conduct hazard assessment, issue entry permit, confirm testing.	Record all entries and alarms; report deviations.
Fieldwork in Remote Areas	Seek shelter, apply first aid, call for help.	Use satellite phone, or GPS beacon.	Maintain itineraries, confirm emergency gear, enforce check-ins.	Document and report injuries, wildlife encounters, hazards.
Electrical/Mechanical Maintenance (High Voltage)	Do not touch equipment/person, de-energize, call 911.	Use landline or cell for emergency and internal contacts.	Enforce lockout/tagout, allow only certified workers.	Report all incidents to Facilities and OH&S.