



Manitoba Operations



## STANDARD PROCEDURE INSTRUCTION

Title		SPI
<b>Manitoba Divisional Policy on Working Alone</b>		<b>34-49</b>
Department	Supersedes SPI Dated	Effective Date
<b>Manitoba Division</b>	<b>New</b>	<b>January 22,2013</b>

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### **Manitoba Divisional policy for working alone**

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# STANDARD PROCEDURE INSTRUCTION

## 1. **PURPOSE:**

To provide an instruction document for working alone in the Manitoba Division.

## 2. **CONTEXT:**

M.R. 217/06 9.3 states:

An employer must

- (a) Develop and implement safe working procedures to eliminate or reduce the identified risks to workers working alone or working in isolation;
- (b) Train workers in the safe working procedure; and
- (c) Ensure that workers comply with the safe work procedures

3. **SCOPE:** In the absence of a departmental policy, this document is to be the instruction document for working alone in the Manitoba Division.

## 4. **Definitions:**

Working alone” means the performance of any work function by a worker who

- (a) Is the only worker for that employer at that workplace at any time; and
- (b) Is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

## 5. **Procedure:**

1. The employee will notify security of:

- Their name
- Where they are working
- And the work being performed.

2. The employee will notify security

- upon arrival,
- every two hours
- And when leaving the building.


3. If the employee has failed to contact security within the two hour time limit, security will immediately notify the Department’s person-on-call, and then proceed to the plant and

find the individual. If the person on- call cannot be contacted then the management on- call must be notified.

4. Security will;

- Check the area where the individual is assigned.
- Check the tag board,
- Check the security log to confirm if the individual may have left the plant site
- Attempt to contact the employee at home

5. At the discretion of the person on- call or management on- call, they may summon the appropriate rescue team to assist with the search.

Approved By 	Title Vice President, Manitoba Operations
Date Jun 22/13	