



CUFC Lone Working Policy

The purpose of the CUFC Lone Working Policy is to ensure that members working alone can do so safely. As a result, CUFC's responsibility is to minimize and eliminate risks associated with their members who work alone.

Alberta Occupational Health and Safety Code - Working Alone Requirements WA002 have been used as guide when drafting this Policy

"To work alone" means to work alone at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

Three factors must be assessed when determining if assistance is "readily available" in the event of an injury, illness or emergency:

(1) **awareness** - will other persons capable of providing assistance be aware of the worker's needs?

The worker can get the attention of someone capable of providing helpful assistance when the worker requires it, i.e. by maintaining visual contact, staying within the hearing range of others, being continuously monitored by remote surveillance camera, sounding an alarm, making frequent contact with other workers or persons throughout the work period.

(2) **willingness** - is it reasonable to expect those other persons will provide helpful assistance?

Persons expected to provide assistance to the worker must be capable and willing to do so when required. There should be a reasonable expectation that the persons being relied on to provide assistance can and actually will provide that assistance. Depending on circumstances, those persons may need access to a telephone to call Emergency Services (dialling 9-1-1), to access to some other type of communication device to call for assistance, or specialized skills.

(3) **timelines** — will assistance be provided within a reasonable period of time?

The required assistance will be provided in a reasonable period of time. What is reasonable depends on factors such as the nature of the illness, injury or emergency, the physical location of the work and the workers, the type of work being performed, the level of risk and others. In general, assistance must be provided as quickly as reasonably practical. Employers should discuss this and the other conditions with workers to ensure that workers' needs are met.

No province in Canada prohibits working alone. Alberta uses a regulatory approach, requiring CUFC to conduct a hazard assessment and to develop controls to reduce the risks associated with the identified hazards:



CUFC Hazard Controls:

A contract staff or Board member may be in the CUFC office on their own during regular daytime office hours. However, every effort should be given to having at least two adults present at all times.

A reception counter will provide a physical barrier for interaction between contract staff or board members and the general public.

A remote access CCTV camera will provide a method of contact between lone contract staff or Board members in the CUFC office and any designated contact person. The CCTV system will also provide a method of recording any contact situations between contract staff or Board members and the general public.

Any visitors to the CUFC office must remain on the outside of the reception counter or area and must not enter the working area of the office, unless clearly invited by one of the staff members present. Staff members may only invite someone into the office area if there is another adult present in the office.

Outside of regular daytime office hours, particularly evenings and weekends, there **MUST** be at least two adults present at all times for any CUFC events or scheduled pick-ups for jersey, equipment, etc.

A contract staff member or Board member may enter the office alone outside of regular office hours, but must keep doors locked and not permit entry to anyone else, unless that person is another Board member or contract staff member.

If there is a planned meeting with someone, other than another staff member, Board Member or known volunteer (i.e. a coach), there must be another adult present. Notice of a planned meeting must be given to the Executive Director, the CUFC president or to another contract staff member/Board member.

Any contract staff or Board member working alone in the CUFC Office **MUST** have a Cell phone available at all times in order to remain in contact with another contract staff or Board member and **MUST** check in every hour to ensure their safety.

If there is any question of safety, the member should remain behind locked doors and call another adult for assistance.

In any emergency, 911 should be called immediately.