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## Code of Practice – Working Alone

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### PURPOSE

The purpose of this Code of Practice is to ensure that employees working alone can do so safely. For this Code of Practice an employee is “working alone” at a workplace if they are the employer’s only employee at the workplace and working in circumstances where help is not readily available in the event of an injury, ill health, or emergency.

Managers have responsibilities to minimize and eliminate risks associated with their employees who work alone. This code of practice applies to employees working at all NBCC locations including:

- Working alone at hazardous work; at heights, confined space (tanks, elevators, culverts), electricity, hazardous substances
- Traveling alone; for example, meetings, conferences, training
- Working in isolation; for example, custodians, maintenance workers or security guards
- Working alone and handling cash
- Working remotely, see [Flexible Work Arrangements policy](#)

### SCOPE AND LIMITATIONS

The working alone requirements of the Code of Practice apply when both of the following conditions are met:

1. An employee is working by themselves; and
2. Assistance is not readily available to the employee in the event of an injury, illness, or emergency.

### 1.0 DEFINITIONS

Readily Available - Three factors must be assessed when determining if assistance is accessible in the event of an injury, illness, or emergency:

1. *Awareness* – will other persons capable of providing assistance be aware of the employee’s needs?
2. *Willingness* – is it reasonable to expect those other persons will provide helpful assistance?
3. *Timelines* – will assistance be provided within a reasonable period of time?

Low Risk Activity -

- Office work and activities such as preparing for class.
- Working remotely, see [Flexible Work Arrangements policy](#)

High-Risk Activity :

- Work in shops, labs, and maintenance work,

- Working alone at hazardous work; at heights, confined space (tanks, elevators, culverts), electricity, hazardous substances
- Traveling alone; for example, meetings, conferences, training, see [Workers Who Travel Alone](#)
- Working in isolation; for example, custodians, maintenance workers or security guards
- Working alone and handling cash

## 2.0 IMPLEMENTATION

**The following procedures will be used to minimize risk when working alone after regular working hours.**

New Brunswick Regulation 92-133 under the Occupational Health & Safety Act requires that employers;

- Conduct a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone; see [Appendix A – Workplace Hazard Assessment](#).
- Implement safety measures to reduce the risk to employees from the identified hazards.
- Ensure that employees have an effective way of communicating (means radio, cell, or other electronic communication device) with their immediate manager, or another designated person in case of emergency.

As the Employee, you must:

- Be aware of the hazards of working alone.
- Participate in the training offered by your employer.
- Know and follow your employer's code of practice.
- Report any incidents to your manager.
- Report any hazards to your manager.
- Help identify hazards and control measures.

Low Risk Activity - For this type of activity, the procedure is to notify a friend, family member, co-worker, or Manager and let them know how long you will be.

High Risk Activity – In buildings with 24/7 security (Moncton and Saint John – Grandview Campus), you must check in with Security when entering the building, if they are not at their post, they can be reached at the contact number below.

When security is not on site and it is necessary for an employee to work alone, it is the manager's responsibility to:

1. Ensure the employee contacts the Manager or designate at intervals of time appropriate to the nature of the hazards associated with the employees' work and ensure that employees are trained and educated so they can perform their job safely or
2. Call 24/7 security at the Moncton Campus, 506-874-0039, or 24/7 security at the Saint John – Grandview Campus, 506-271-4050 upon arriving and leaving the building.

It is the employee's responsibility to:

1. Advise Manager or designate that you will be working alone in the building.

2. Provide check-in calls to Manager, designate, or 24/7 Moncton Security (506-874-0039) or 24/7 Saint John – Grandview Campus Security (506-271-4050).
- When arriving at the building.
  - Every two hours thereafter while onsite.
  - When leaving the building

**Campus Hours by Location:** Visit [NBCC](#)

## Emergencies

Employees working alone should have a general understanding of NBCC's Health and Safety Program.

1. For injuries requiring immediate attention:
  - Call 911 for immediate assistance.
  - Report the injury to their Manager.
2. For minor injuries:
  - Employees working alone should be familiar with the locations of first aid kits, eye wash stations and the first aid room.

## Training

The following documents must be reviewed by employees and their manager prior to working alone:

- [Safe Work Practices](#)

* Security Phone Numbers – All Locations		
Name	Cell	Office
Fredericton Campus	506-440-0778	506-453-5441
Miramichi Campus	506-625-2017	506-778-6478
Moncton Campus	506-874-0039	506-856-2232
Saint John, Grandview Campus	506-271-4050	506-658-5673
Saint John, Allied Health Education Centre	506-651-3244	
St. Andrews Campus	506-755-0504	506-529-5001
Woodstock Campus	506-324-3002	506-325-4694
Corporate Office	506-440-0778	506-453-5441

## Workers Who Travel Alone

Some of the risks to employees who travel alone involve injuries from motor vehicle accidents. The risk is greater when employees in remote areas are unable to summon help.

1. Safe Work Procedures –Employees must have full concentration on the road when traveling alone. An employer should allow sufficient rest time for employees who are traveling on long trips.
2. Equipment and Supplies – Well-maintained vehicles prevent exposure of employees to unnecessary risk. Appropriate first aid and emergency supplies should be provided.
3. Travel Plan – A Manager should consider a procedure appropriate to the hazards to track the whereabouts of their employees. The travel plan submitted by the employees can be used to assess the rest time available to the employee traveling alone.

### 3.0 OTHER RELATED DOCUMENTS

- [WorkSafeNB Working Alone](#)
- [CCOHS Working Alone](#)

## Appendix A – Workplace Hazard Assessment

### Factors to consider when assessing Workplace situations.

#### Length of time the employee will be working alone:

- What is a reasonable length of time for the employee to be alone?
- Is it reasonable for the employee to be alone at all?
- How long will the employee be alone to finish the job?
- Is it legal for the employee to be alone while doing certain activities? (For example: confined space or during lock-out/tag-out operations).
- What time of the day will the employee be alone?

#### Communication:

- What forms of communication are available?
- Is it necessary to “see” the work, or is voice communication adequate?
- Will emergency communication systems work properly in all situations?
- If the communication systems are located in a vehicle, do you need alternate arrangements to cover the worker when away from the vehicle?
- High Risk Activity: Panic buttons are available at each campus. Prior approval must be obtained by Facilities Manager after a risk assessment has been completed.

#### Location of the work:

- Is the work in a remote or isolated location? (Storage rooms that are rarely used can be considered remote or isolated.)
- Is transportation necessary to get there? What kind of transportation is needed?
- Is the vehicle equipped with emergency supplies such as – food, water and a first aid kit?
- Will the employee need to carry some or all of the emergency supplies with him/her when leaving the vehicle?
- What are the consequences if the vehicle breaks down?
- Will the employee have to leave the vehicle for extended periods of time?
- Does the employee need training to be able to use the first aid equipment?

#### Type or nature of work:

- Is there adequate training/education provided for the employee to be able to work alone safely?
- If personal protective equipment is required, is it available, is it in good working order, and has the employee been trained in its use, care, and storage?
- What machinery, tools or equipment will be used?
- Is there a high-risk activity involved?
- Is fatigue likely to be a factor?
- Are there extremes of temperature?
- Is there risk of an animal attack, or poisoning/allergic reaction from insect/animal bites?
- If the employee is working inside a locked building, how will emergency services be able to get in? (For example: a custodian in a secure building.)
- Does the work involve working with money or other valuables?

**Characteristics of the individual who is working alone:**

- Are there pre-existing medical conditions that may increase the risk?
- Does the employee have adequate levels of experience and training? (For example: first aid, communication systems repair, vehicle breakdowns, relevant administrative procedures, and/or outdoor survival.)