



LONE WORKER SAFETY POLICY

Some job functions at Tate will be performed by lone workers. This policy is to encourage awareness and promote safe work procedures for employees who work alone. Working alone describes situations during the course of employment when an employee is

- The only worker at the client site
- Not directly supervised by the employer
- Working at a site where assistance is not readily available
- In an area where direct contact with a co-worker or supervisor is not available
- In a dangerous area (either due to work processes or likelihood of being robbed)

The objectives of the Working Alone Program are:

- Identify hazards to workers working alone and to try to eliminate, minimize or control them
- Provide assistance for workers working alone in the event of an accident or emergency
- Identify responsibilities of employees and supervisors
- Recognize who should not work alone
- Provide training assistance

The Working Alone Program applies to Tate employees whose job duties require them to work alone in any facets of the job. Safety maintains, reviews, and updates the Working Alone Safety Program and provides assistance and recommendations at the request of supervisors.

EMPLOYEES WORKING ALONE RESPONSIBILITY

Recognizing the hazards associated with their jobs and how to minimize them. Immediately reporting hazards to supervisors and exercising the Stop Work Authority they have been trained on.

- Working alone only on tasks that have been assessed as safe to do so by their supervisor.
- Participate/verify a check-in system by arranging for contact by someone at regular intervals on the job site, or by remaining in touch with Branch Service during work assignment.
- Carry your company issued cell phone or, if provided by the client, a two-way radio. Ensure sufficient operation and battery life.

SUPERVISORS/DEPARTMENTS RESPONSIBILITY

- Communicating these guidelines and working within the restrictions of these guidelines with their branch employees.
- Ensuring work performed alone or in isolation has a completed risk assessment that has been shared with the lone worker.
- Adequate control measures are implemented prior to approval of work.
- Provide communication devices such as cell phones, radios, personal safety alarms.
- Ensure employee health and safety.



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- Ensure lone workers understand the risks associated with their work and that the necessary safety precautions are carried out.
- Provide guidance in situations of uncertainty.
- Implement controls to eliminate or control hazards prior to lone work.
- Supervision of health and safety issues when checking the progress and quality of work. Branch management and Safety Manager may arrange for periodic site visits and discussions in which health and safety issues are raised.
- Understand the client's need to provide; video surveillance cameras, limit public access, lock all unused doors, coded cards or keys to control access to buildings, alarms, panic buttons, emergency phones, fire alarm or security guards when necessary.

RISK ASSESSMENT

Before allowing a worker to work alone, the Branch Manager should verify the client will participate in the assessment of the work area with Tate. The assessment shall ensure that:

- Client has identified hazards within the area and they are clearly marked with a directive of the hazard or otherwise restricted from access by Tate Technicians.
- Understand methods and frequency of communications.
- Verify any temporary access equipment, such as portable ladders or scaffolds, be safely handled by one person
- Verify all machinery and goods involved with the site visit can be safely handled/lifted/installed/removed by one person
- Verify that any chemicals or hazardous substances being used will not pose a risk to the lone worker and all risks associated with the use of chemicals has been mitigated with HAZCOM training, SDS review, and PPE is being provided and worn as directed.
- Worker safety has been assessed and verified there is no risk of possibility of violence.
- Understand the history of client/customer site – is it safe to visit alone?
- Understand medical fitness of the person working alone – possibility of illness – or of potential illness that may be caused by working at the site, ie: heat and cold stress.
- Understand notification procedures in the event of an incident
- Ensure all Tate Employees have completed annual first aid and CPR training.
- Client has performed all PSM, FPP and EAP training required BEFORE the work begins

It is important to talk to your branch employees as they are a valuable source of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls chosen.



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TASKS THAT ARE PROHIBITED BY LONE WORKERS

Some job functions have inherent hazards that will require more than one employee at the job site. Some examples of work functions that present hazards that require more than one worker include:

- Permit-required Confined Spaces entry
- Hot Work
- Accessing high energy materials (extreme high and low temperature)
- Handling of toxic gases, liquids or solids
- Use of flammable liquids in large quantities
- High pressure or high voltage systems being worked on in a live state
- Using fall arrest equipment PFAS, and scaffolding
- Equipment or machinery that is inspected, repaired in an energized state or with guards removed
- Extreme weather conditions
- Work areas that may attract criminals

TRAINING

Training is particularly important where there is limited supervision to control, guide and help in situations of uncertainty. Training may be critical to avoid panic reactions in unusual situations. Lone workers need to be sufficiently experienced and /or trained to understand the risks and how to fully take precautions.

Branch Managers must set limits for the worker as to what can and cannot be done while working alone. They must ensure employees are competent to deal with circumstances which are new, unusual or beyond the scope of training, such as when to stop work and seek advice from a supervisor.

Those individuals working alone must have the appropriate training for the identified hazards, training can include providing workers with a safety checklist to assist them to identify and anticipate their own hazards.

All equipment must be used as intended, according to the manufacturer's specification and as set out in the safe work procedure. All equipment must be maintained in good working order.

Appropriate first aid and emergency supplies will be provided by Tate. The employee must know where first aid and emergency supplies are stored by the client, such as showers, access to eye wash, fire extinguishers and site first aid kits of site medical support POC. Employees shall also be trained in methods of notifying the client when the needs arise.



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WORKING ALONE COMMUNICATION

When assessing the safety of a client site for a Tate Employee to work alone the Branch Manager shall provide the Tate Technician with:

Site Contact Details:

- Contact Phone Number(s)
- Emergency Phone Numbers
- Client POC Name. Name and Contact Info. for Person checking on employee:
- Method to be used for checking on employee:
- Intervals the employee will be contacted:

Known site hazards details