



COUNTY OF NORTHERN LIGHTS

POLICY

WORKING ALONE, IN ISOLATION OR CONDUCTING HAZARDOUS WORK

CREATED: 2/9/2025

REVISED: 7/20/2026

TOTAL PAGES: 2

INTRODUCTION

County of Northern Lights requires employees to check-in when they are working in a remote location and/or when the employee might not be able to secure assistance in the event of an injury. The Working Alone, In Isolation, or Conducting Hazardous Work Policy and associated procedures will be communicated to all employees (new and existing).

These procedures are in addition to OHS legislation and regular safe working procedures but formulate an integral part of the Safety Management System.

DEFINITION

The working alone legislation (Part 28 OH&S Code) indicates that a person is working alone when he/she is by him/herself and assistance is not readily available

RESPONSIBILITIES

In order for the working alone system to work, everybody needs to know and fulfill their responsibilities.

Employees

- Know and understand your responsibilities when working alone, working in isolation, or when performing high hazard work.
- Follow the established working alone procedures.

Supervisory Staff

- Teach working alone procedures to all affected employees.
- Enforce the use of working alone procedures.

Managers

- Ensure that all affected employees receive Working Alone Training and maintain accurate training records.
- Provide an effective communication system consisting of radio communication, landline or cell phone communication, or some other effective means of electronic communication.

PRECAUTIONS REQUIRED

As per *OHS Code*, Management must, for any worker working alone, provide an effective communication system consisting of:

- radio communication,
- landline or cellular telephone communication, or
- some other effective means of electronic communication

As such, all employees must carry the following equipment that is to be carried for all field activities include:

- Cellular (or Satellite) telephone
- Current area map
- Emergency telephone number list

Optional equipment may include:

- Handheld VHF-FM radio
- Pocket toolkit



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- Fixed blade or locking folding blade knife
- High intensity Xenon flashlight for signaling aircraft in low light

REGULAR MONITORING VISITS

If effective electronic communication is not practicable at the work site, the employer must ensure that:

1. The employer or designate visits the worker, or
2. the worker contacts the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

CHECK-IN PROCEDURE

The lone worker will check in using at least one of the two methods:

1. By using the OK Alone App during the shift, every 4 hours if low hazard work, and more frequently if conducting medium to high hazard work at a frequency reflecting the risk and accessibility to site as determined by the Supervisor and worker. If work is out of service/ connectivity range, the OK Alone App will still be used, the option to call or send SMS will be prompted rather than the "check in".
2. With the Supervisor via text or phone call, at an interval that is agreed upon by Supervisor and Worker and appropriate for the task and hazards.

When employees are working alone and away from their vehicles, a map or note with the intended direction of travel will be left in the vehicle in the event that returning to the vehicle is not successful.

All subcontractors are responsible for providing and maintaining a system to verify the condition of their employees on a shift-to-shift basis as a minimum requirement. Subcontractors will follow the company Check – in Procedures.

MISSED CHECK- IN RESPONSE

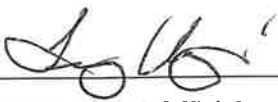
If no contact occurs by 1 hour past ETA, the supervisor is to attempt to make contact with the lone worker via phone/satellite phone contact. The supervisor must contact local authorities to initiate search procedures if they cannot contact the worker or find the worker within 1 hour. When employees are working alone and away from their vehicles, a map or note with the intended direction of travel will be left in the vehicle in the event that returning to the vehicle is not successful. This will provide a starting point for a search party.

Should an employee not arrive back by their estimated time of return, the following procedures will be followed:

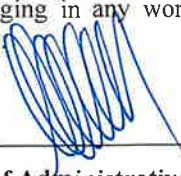
1. Supervisor will attempt to contact the missing person with the appropriate form of communication.
2. If contact is not successful, a search party must be organized and the County of Northern Lights office notified and provided with specific details of the search and to keep them informed.
3. Prior to commencing the search, the appropriate area and work site location maps will be provided.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).



Chief Elected Official



Chief Administrative Officer