



Safety Procedures

Working Alone

“To work or alone or in isolation” means to work in circumstances where assistance would not be readily available to the worker. This may include working from home, or driving.

Procedures for checking well-being of worker

1. Conduct a hazard assessment: Employers must closely examine and identify existing or potential safety hazards in the workplace. The assessment must be in writing and communicated to all affected staff. Employers must also involve affected employees in conducting the hazard assessment, and in the elimination, reduction or control of the identified hazards.
2. Eliminate or reduce the risks: Employers must take practical steps to eliminate the hazards identified. If it is not practicable to do so, employers must implement procedures to reduce or control the hazards.
3. Provide an effective communication system: Employers must provide an effective communication system for employees to contact other people who can respond to the employees’ need. The system must be appropriate to the hazards involved, and include regular contact by the employer (or their designate) at intervals appropriate to the nature of the hazard associated with the worker’s work.
4. Ensure employees are trained and educated: Employers must ensure their employees are trained and educated so they can perform their job safely.
5. Equipment Safety: The employer must ensure that employees use equipment as intended and according to the manufacturer’s specifications. All equipment used at a work site must be maintained in good working condition, whether or not it is being used in a “working alone” situation.
6. Equipment and Supplies: In addition to proper equipment, appropriate first aid and emergency supplies must be provided to employees who are working alone at a work site.

Employees must be made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks.

These rules take into account a wide variety of situations where employees work alone. Their intent is to require employers to consider the hazards specific to their work sites and to adopt safety measures that address these hazards.

Safety Line Check-In Procedures

The ACTC has currently employed the use of Safety Line Check-In Software.

This software monitors a lone worker, by requiring them to connect via their app every half hour. If a worker misses a call, then an automated response line is triggered, which will notify Arts Club Management to physically check in with the worker.

It is recommended that this app is used for all lone work in the production shop, or any type of work that could be considered to have a higher risk of injury.