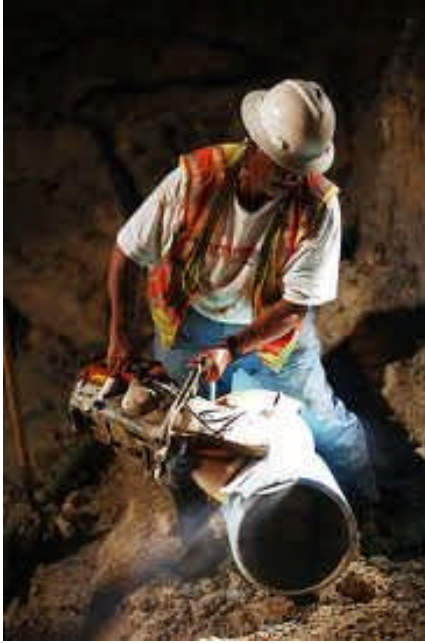


TOOLBOX TALK #3

STAYING SAFE WORKING SOLO



Working alone presents employees with a number of challenges. Yet lone work is not inherently unsafe, according to the Occupational Safety and Health Administration in Canada.

Safety experts recommend the following steps to assure safety of the lone worker:

- Assess each jobsite's hazards, especially in the area your employee has to work in.
 - Talk with employees about their work and ask for their input on possible solutions to hazards.
 - Conduct thorough incident investigations at your jobsite.
 - Whenever possible, avoid using a lone worker for high-risk tasks.
 - Provide appropriate training and education to all employees.
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- Employees need to report to supervisors all potentially hazardous situations and near-miss incidents in which being alone emphasized the severity. Analyze the results and make changes to work processes or policies where needed.
 - Establish a check-in procedure and maintain regular contact with all employees. Have a process in place to account for all workers – either visually or verbally – while they are working alone.
 - Schedule higher-risk tasks during normal jobsite hours or when other workers are available to help in the event of an emergency.