

1. Introduction

This working alone or in isolation program has been developed by production in accordance with British Columbia's Occupational Health and Safety Regulation. It will be implemented in order to provide guidance to departments that conduct activities requiring crewmembers to work alone or in isolation.

According to the Regulation, to work alone or in isolation "means to work in circumstances where assistance would not be readily available to the worker in case of an emergency, or in case the worker is injured or in ill health." Remote and inaccessible locations, (i.e. where there is only one road in and out) can also be area of concern for crewmembers.

2. Regulatory Requirements

Sections 4.20.2 to 4.21 and 4.23 of the Regulation describe employer and supervisor responsibilities for workers who are working alone or in isolation. Sections 4.28 to 4.31 cover workplace violence which may also be applicable, dependent on situation.

Before a worker is assigned to work alone or in isolation:

- **Identify** hazards and assess the risks associated with them.
- **Control** risks by eliminating hazards entirely or, if that is not possible, minimizing the risks.
- **Educate** workers about hazards and how to control the risks associated with them.
- **Develop and implement** a written person-check procedure for checking on lone workers.
- **Review** procedures (page 3).

3. Responsibilities

Management

Employers or Employer Representatives (producers, unit production manager, and subcontractors) are responsible for providing a safe and healthy work environment, which includes the safety of those working alone or in isolation. Management must ensure that this program is in place and communicated to all crew members who may be required to work alone or in isolation.

Supervisors

Department Heads and Supervisors are responsible for the health and safety of crew members under their direction. Therefore, they must ensure all the requirements of this program are implemented within their departments any time crew members will be working alone or in isolation.

Workers

Workers (crew members) are responsible for knowing and following the requirements as described in this program.

4. Identification & Assessment

When identifying hazards, the types of tasks workers will be performing must be considered. Examples of potential hazards when working alone include, but are not limited to:

- weak or absent cellular service and no land line availability.
- poor lighting conditions
- high crime areas
- working at height
- working in rugged terrain
- working on or around electrical equipment
- extreme weather conditions
- delayed access to emergency medical services

Supervisors must communicate the specifics of the program and orient their crew members to the location prior to their working alone or in isolation. The health and safety committee or worker representative may also be included in the process in more complicated or extreme cases.

Hazards may vary, so hazard identification must be performed for each individual location and re-evaluated each shift they work at that location if conditions or activities have changed.

5. Controlling Hazards

Any identified hazards should be eliminated whenever possible. If elimination is not possible, controls must be in place to minimize the associated risks. Controls may include engineering controls, administrative controls, and/or personal protective equipment. It may take a combination of controls to effectively minimize the risk(s).

6. Training & Communication

Crew must be notified of any hazards that have been identified, and informed about what must be done to do to control the risks. Ways to communicate information on working alone or in isolation include:

- during production meeting(s)
- scheduling individual meetings
- during tech recce/scout
- conducting worker orientation or training
- during crew meetings or safety talks
- on call sheets or in memos

7. Develop and implement a person-check plan

When crew members will be required to work alone or in isolation, a written person-check plan for checking on their well-being at regular intervals must be in place. The department head or supervisor will ensure the health and safety committee or worker representative is notified when developing an individual plan. (See “Sample person-check Plan” for guidance).

8. Basic requirements for a person-check procedure

Time intervals between required checks must be set and communicated to the crew member in advance. The time intervals will be dependent on risk level. A check must also occur at the start and end of each work shift.

Designate a person (or contract a third-party service provider) who is responsible for establishing contact at regular intervals. A method of recording person-checks must be established, and the designated person or service provider must record each check.

A method of communication for the crew member on-site must be established — for example, via cell phone, texting, two-way radio (walkie-talkie), trunked radio, satellite phone, or email.

9. Steps to be taken if the lone worker cannot be contacted

The person assigned to check on the lone worker must be properly oriented on the details of this program and the requirements for the person-check plan. They must have exact procedures to follow in the event they are unable to make contact with the crewmember on-site.

10. Reference

Review this program and make changes/improvements as needed. For further information, refer to: Working Alone: A Handbook for Small Business (WorkSafeBC publication):

www.worksafebc.com/publications/health_and_safety/by_topic/assets/pdf/bk131.pdf

Person-Check Plan

Designated contact person/company:

Contact interval: every 30 min. every hour every 2 hours other: _____

Method of contact: in person telephone radio other: _____

Failure to Make Contact

SAMPLE PROCESS: Develop specific options for each situation.

Worker: If you become unavailable at the predetermined person-check time, respond to the designated contact within five minutes.

Designated contact: If you cannot reach the crew member, make another attempt within five minutes. If you still cannot reach the lone worker at that time:

1. Immediately respond to the location.
2. Call a nearby cast or crew member to perform a check on the lone crew member.
3. Call security or an identified neighbouring business or building, to request a check on the lone crew member.
4. Call 9-1-1 or other emergency number to request a response to the location.

Emergency information

Worker: In case of an emergency contact the following person

| | |
|----------------------|--|
| Name: | |
| Phone number: | |

Record of Person-Checks

| Date | Time | Initials | Notes |
|------|------|----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |