

TOPIC: Working Alone

ACKNOWLEDGE: Thank you for being here and participating in this safety talk. I know your time is valuable – and I will do my very best to ensure this talk is worth your while. *(Make eye contact with the entire group)*

Training Tips:

Ask a lot of questions while delivering your Safety Talk. Questions ‘hook the mind’ and engage your participants. The simple act of asking questions is a High Impact Training technique!

Raise a hand when asking questions directed to your audience. You’ll often find that people are more willing to answer your questions and become active participants. . . try it out! Also, pause for a moment after asking a question; waiting for and encouraging responses from the group.

Provide an example of a personal experience (or a recent news event). For instance: “A close friend of mine once _____”, or “Just last week _____”. This is a very effective method to help participants relate to your topic. It often helps them to realize: *‘Yeah, this could affect me. I should listen to this.’*

What’s In It For Me (WIIFM)?:

Today we’re doing a brief safety talk about working alone and working in isolation. I believe that most of you have heard the term “There is safety in numbers?” Right?

ASK: Do any of you have an example of someone you know or heard of who was injured or needed assistance while working alone? *(encourage responses and allow people to share their stories. If no examples, use the one below)*

Working Alone Example: On a September evening in 2009, a 42 year old man fell 18 feet while repairing an air conditioning unit on top of a strip mall in Lockport Manitoba. The father of four was not found until the next morning when a worker at a gas station next door was asked to look for him by his family. The man was rushed to the hospital but doctors could not save him. It is believed that he fell when the ladder attached to the building somehow came off the wall.

In our workplace situation, there are times where any one of you may find that you may be working alone or in isolation and it is critical that you know and follow our working alone procedures. We are going to cover off some of the principal points that we have adopted that will keep you safe during the times that you are working alone.

ASK: What is your definition of working alone?
(Pause to allow participants to think about this, help them by prompting and encourage participation)



Tell: According to Manitoba WSH Regulation, Working alone means the performance of any work function by a worker who:

(a) is the only worker for that employer at that workplace at any time

(b) is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time

Even though you may be working where there are lots of other people, it is important for you to know that if you are not working with any other workers from our company you are technically “working alone” and our working alone policy and procedures apply.

Ask: What is your definition of working in isolation?

Tell: "Working in isolation" means working in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

Ask: Based on this definition, what are some examples of where you work in isolation. *(Encourage responses)*

(Our Company) has developed procedures for our employees who are working alone or working in isolation. It is important that each and every one of you assess the risks that you may encounter while performing work tasks and determine if you have the proper skills, training, and experience to do these tasks when you are alone. If you feel “uncomfortable” or “unsafe” when performing certain tasks whether working alone or not, it is important to contact a supervisor to obtain guidance before undertaking these tasks. It is better to be safe than be sorry!

Manitoba Workplace Safety & Health Regulations

With respect to working alone or in isolation an employer must:

- (a) develop and implement safe work procedures to eliminate or reduce the identified risks
- (b) train workers in the safe work procedures
- (c) ensure that workers comply with the safe work procedures

1. Safe work procedures MUST include:

- a. The establishment of an effective communication system that consists of:
 - i. radio communication
 - ii. telephone or cellular phone communication, or
 - iii. any other means that provides effective communication given the risks involved
- b. any of the following:
 - i. a system of regular contact by the employer with the worker working alone or in isolation,
 - ii. limitations on or prohibitions of specified activities,
 - iii. the establishment of training requirements and

- c. where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions.

ASK: Where is our Working Alone Policy posted?

Tell: The Working Alone Policy is posted (describe location) .

Ask: Does anyone have any other relevant stories where working alone caused any incidents or issues?

Ask: Does anyone have any questions?

Discuss specific working alone risk identified in your workplace. Review and discuss your Working Alone or In Isolation Policy and Procedures here and remember to attach to this safety talk for your records and due diligence.

Remember to:

1. Ask for the commitment of your employees,
2. Answer all questions,
3. Thank them for their time and
4. Document that this safety talk occurred.

Note: any reference to the Manitoba Workplace Safety and Health Act or Regulation is for convenience sake only. The original text must be consulted for all intents a purposes of interpreting and applying the law.

RECORD OF SAFETY TALK	
Date:	Time:
Talk Given By:	
Company Name:	Work Location Dept.:
Results of inspection, demonstration or other activity or suggestions during talk:	

List of All Employees Who Attended the Safety Talk:	
Name (PRINT)	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Signed: _____

Position Held: _____