

 <p>DUTCH BROTHERS HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section: Working Alone		
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WORKING ALONE

PURPOSE

These procedures are in place to ensure employees understand that if they are working alone, they are monitored and able to summon assistance if needed.

PROCEDURE

Working Alone

Management should take every effort to avoid persons working alone. When it cannot be avoided, the following steps must be implemented before work begins:

- A worker assigned by a supervisor to work alone in a workplace shall be well trained, experienced and a competent person.
- Means of communication with the worker must be provided in the form of appropriate two-way radio contact and/or cell phone.
- A plan to check-in with the supervisor or their designate, throughout the shift at regular intervals must be established.
- If at check-in, contact with the worker cannot be made, the site must be visited immediately if possible, by a supervisor or other workers. If no one is able to check immediately, then emergency services (911) should be called.
- The worker must be visited by the supervisor at least once during their shift.
- Contact must be made every time the worker leaves the workplace or is away from their means of communication (i.e. 2-way radio). Indicate a length of time away from the workplace and make contact upon return.
- The worker must communicate at the end of the shift that work has stopped, and the worker is leaving the site.

This policy generally does not apply to drivers who are parking their truck in the yard at the end of their shift.

After Hours

In addition to the above procedures, the following should apply when working alone after hours:

- The contact and check-in policy should be confirmed. It may involve different supervisors or different means of communication
- A spouse or family member should know your work location and schedule. They should also have the supervisor's contact information

Plant Entrance Gate Procedure

The last driver leaving the plant yard at the end of the day is required to lock up the plant and entrance gate. A board will be posted in the plant office that shows the drivers working that shift, and whether or not they have finished and left for the day. Driver's must check the board and, if they are the last one to leave, they must turn off the lights, secure the building, close the four overhead garage doors on the plant and lock the entrance gate.