



## NEW, YOUNG AND ALONE WORKER POLICY

### PURPOSE

J-AAR acknowledges that new and young workers require extra attention and help when it comes to identifying health and safety hazards on jobs. To help accommodate this, J-AAR will make new and young workers easily identified while working in safety sensitive positions.

### DEFINITIONS

#### **Definitions from the Government of Ontario:**

A young worker is defined as:

- Any worker under the age of 25

A new worker is defined as:

- Any worker with less than six months of industry experience

### POLICY

New and young workers will never be asked to work alone, and they will be partnered with more experienced workers while performing job duties for their first six months of employment.

It is J-AAR company policy that workers under the age of 25 with significant industry experience and demonstrated competency may not need to be identified under this program. This exemption is made at Top Management's discretion after consultation with field supervision.

Controls to prevent incidents:

- Consult J-AAR's new and young worker mentoring policy
- New workers will be provided with training at the time of their hire
- New workers will never be asked to work alone on J-AAR jobs

New workers will participate in all hazard assessment and safety meetings to help them better understand actual and potential hazards in the workplace.

### Working Alone

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

Management and supervisors will make every effort to avoid people 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 competent.
- 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) need to 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.

**After Hours**

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

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

Chief Executive Officer

October 1, 2024

Date