



POLICY NO: 12

TITLE: Working Alone Policy

Approval Date:

*POLICY STATEMENT*

Grande Prairie Regional Sport Connection is committed to implementing a system to support the safety and security of employees working alone. GPRSC commits to taking measures to eliminate or control the hazards of working alone at the GPRSC office or events.

Workplace Hazards and definition of working alone identified by GPRSC include employees who are alone:

- and handle cash, cheques, and credit card information
- and are without routine interaction with others
- and are at risk of workplace violence because their work site is isolated from public view
- Are traveling alone on GPRSC business

*Evaluation and Hazard Control*

In order to mitigate any risk to GPRSC employees while working alone, GPRSC requests that the following compliances are met if working alone cannot be avoided.

- If working after hours, doors should be locked
- If working after hours, ensure that a cell phone is available and adequately charged
- If working alone, park as close to the building, in a well-lit area in the evening
- If traveling alone, do not travel if road conditions are dangerous
- If traveling alone, ensure you have a travel plan with your direct supervisor (Expected arrival time) and connect with Executive Director or co-worker to ensure safe arrival
- It is advisable to travel with a colleague when possible
- If travelling alone, staff are required to have an emergency roadside kit in their vehicle. Kit will be provided by GPRSC and will remain in a location accessible to all employees

*Employee requirements*

As part of this policy employees will commit to the following:

- Staff must report all works site incidents to the Executive Director
- The Executive Director must immediately report any work site incidents to the Chair

Date Revised \_\_\_\_\_

Signature \_\_\_\_\_