



### **Working Alone Procedures**

Ensure that Supervisor is aware of your location, that you have a cell phone and that Supervisor has your number.

Check your work site for hazards and take necessary action to remedy or contact Supervisor.

Use required PPE, follow all safety protocols and ensure that you have access to water. Exercise caution. Do not perform tasks typically requiring 2 people.

- Be aware of your expected time of return to crew or yard or when crew is expected to join you.

Contact Supervisor should these time be missed by more than ½ hour..

- When working alone for more than 2 hours, text or call Supervisor, every 2 hours.

Supervisors shall attempt to contact employees who have missed a scheduled contact by more than ½ hour. Should the Supervisor be unable to make contact with a ½ hour, the Supervisor shall ensure that a person physically attends the 'working alone' employee's location as soon as possible.