



Working Alone Program

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WORKING ALONE GUIDELINE

THREE KEY STEPS TO DEVELOP

1. Identify Hazardous Tasks
2. Hazard Control
3. Effective Communication

IDENTIFY HAZARDOUS TASKS

- Safety meetings held in all areas
- Operations identified all hazardous tasks done while working alone
- Identified risks, frequency and potential severity of each task

HAZARD CONTROL

- Identified controls required to reduce or eliminate hazard
- Identified procedures required to control potential hazards

EFFECTIVE COMMUNICATION

- Assess areas for communication equipment
- Identified areas with poor communication
- Provided necessary equipment
- Workers to contact someone when answering call out

HAZARD ASSESSMENT MATRIX

Developed a Working Alone Hazard Assessment Matrix.

Matrix Identifies:

1. Hazards
2. Controls
3. Procedures

HAZARD ASSESSMENT MATRIX

Example: Working in remote areas

HAZARD	CONTROL	PROCEDURE
<ul style="list-style-type: none">• ATV Use• Wildlife Encounters• Limited Access• Limited Resources	<ul style="list-style-type: none">• Transportation equipment well maintained• Equipped with communication devices• Access to CNRL's working alone number• ATV equipped with defensive devices• Personnel trained in safe use of ATV equipment• PPE utilized for operation of ATV equipment	<ul style="list-style-type: none">• Predetermined check in/out frequency• Utilize CNRL's working alone # 1-866-267-2675• Communicate route of travel• Emergency access routes identified in ERP• Personnel trained in use of ERP

PROGRAM IMPLEMENTATION

- Adequate communication equipment
- Initiated working alone number
- Answered by operator
- Communicated through area safety meetings
- Exception requires site specific guideline
- Utilized by anyone working for CNRL

WORKING ALONE PROCEDURE

Worker calls working alone number, call center asks the following questions of the caller:

- Name of caller
- Contact number of caller
- Supervisor name and number
- Present location
- Destination / Route taken
- Time interval before call back

PROCEDURE (continued)

- No call back, calls worker
- No response, calls again in 10 minutes
- Still no response, call supervisor
- Unable to contact supervisor, call CNRL emergency phone number
- Information obtained and search process begins
- Call back occurs, end procedure