



Rural Municipality of Eastern Kings

Working Alone Policy

The Occupational Health and Safety Regulations, Part 53 requires where a worker is working alone, the employer shall develop and implement written procedures to ensure, as far as is reasonably practicable, the health and safety of the worker from risks arising out of, or in connection with, the work assigned.

Definitions

53.1 “Working alone” means a worker working at a workplace who is the only worker of the employer at that workplace, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.

Location and Contact Information

Rural Municipality of Eastern Kings Council Office:

Location at the Eastern Kings Community Centre (EKCC)

85 Munns Road, Rte. 301 Kingsboro PE, C0A 2B0

(T: 902.357.2894 | E: cao.rmek@gmail.com)

CAO Sonya Martin – C: 902-215-0942, Mayor Grace Cameron, C: 902-223-3316

Nature of Business

Municipal Council Office -Responding to resident requests (by email, phone call, paper correspondence), receiving and issuing of development permits (by drop-in's, by emails), clerical work including, minutes, accounting, board and committee meetings – utilizing computers, hole punches, shredder, filing, cleaning/dusting.

Risk Assessment of Office at EKCC Location

The RMEK **Council Office** would be considered a **very low risk** workplace. Work is mostly clerical in nature. It is in a medium trafficked area, with a Senior Neighbours Club inside the Community Centre and other employees for the Centre around daily, a Community Garden next to the building; there are people coming and going on a regular basis. If there are any concerns about personal safety the Municipal Office door is a security door that can be locked and the Centre can be locked at the main door in the evening if staff are working late. All other doors in the Centre are kept locked. Employees have access to a land line telephone and are asked to carry their cell phone with them if they go outside for breaks or to the washroom, in case of emergency.

POSSIBLE RISKS	STEPS TO MINIMIZE RISKS
CAO	Lock security door with window, while working alone during day or evening. Use ramp instead of stairs. Carry cell phone in case of emergency.
Summer Employees	Lock security door with window, while working alone during day or evening. Use ramp instead of stairs. Carry cell phone in case of emergency.
Development Officer – Upset/angry residents/landowners	Treat residents with respect. Work to de-escalate situations. Have Planning Committee member/Chair/Mayor or CAO attend any off-site meetings which are potentially difficult.
Development Officer – onsite visits	Let CAO or Designated Council Member know when visiting properties. Don't leave your vehicle if a dog is present. Hold meetings at office when possible.
Upset/Angry Residents	Treat residents with respect and fairly. Work to de-escalate situations. Use good communication skills. Lock security door when working alone during the day and evening hours.
Fall on stairs	Hold handrail. Wear "sensible" footwear. Keep laces tied. Do not overload arms when walking on stairs. Use ramp beside stairs when working alone. Carry cell phone on person.
Cables and Cords - Tripping	Ensure to check around desks and common areas to ensure that cables/cords are taped/tucked in place so there are no tripping hazards.

Appendix "A" - Call-in Procedure for Lone Workers

CHIEF ADMINISTRATIVE OFFICER (CAO)

Workplace: Name: Eastern Kings Community Centre – Municipal Office Location
Address: 85 Munns Road, Rte. 301 Kingsboro PE C0A 2B0
Office Phone: 902.357.2894

Employer: Name: Rural Municipality of Eastern Kings
Address: 85 Munns Road, Rte 301 Kingsboro PE C0A 2B0
Phone: 902.357.2894

RISK: Overall risk is low. Possible risks - fall on stairs, angry residents

Working alone call-in procedures for CAO

For work between 9:00 a.m. and 4:00 p.m., if working any day Days of Work: Tuesday & Friday (municipal) Wednesday or Thursday (extra day)
Person responsible for checking on the above noted worker Mayor or Deputy Mayor

CAO will lock exterior door if working alone, in the evening.

Contact times (once daily): a.m. or p.m.

Method of contact:

Phone/E-mail / Face to face /**Text/** Social Media (eg messenger), at **beginning of shift.**

Response will be logged on CAO's phone.

If the worker cannot be reached and does not respond within 30 minutes, face to face contact will be made by: Mayor or designated councillor.

The person responding will immediately inform the person responsible for face to face contact with the worker of the reason for the delay or any incidents. Responsible person will call the Mayor in the event of an accident.

Supervisor to call: Mayor: 902-223-3316 | Deputy Mayor: 902.213.1466

If the CAO encounters an unsafe situation the worker is to immediately contact the designated person for instruction and/or call the police if necessary.

Contact phone number Mayor: 902-223-3316 | Deputy Mayor: 902.213.1466

These procedures will be reviewed at orientation and at least annually.
Any change in names or numbers will be made immediately.

Signature of Worker Date

Signature of Mayor Date

DEVELOPMENT OFFICER (DO)

Workplace: Name: Eastern Kings Community Centre – Municipal Office Location
Address: 85 Munns Road, Rte. 301 Kingsboro PE C0A 2B0
Office Phone: 902.357.2894

Employer: Name: Rural Municipality of Eastern Kings
Address: 85 Munns Road, Rte 301 Kingsboro PE C0A 2B0
Phone: 902.357.2894

RISK: Overall risk is low. Possible risks - fall on stairs, angry residents

Working alone call-in procedures for Development Officer

For work between 10:00 a.m. and 3:00 p.m. (approx.) on **Fridays** or other designated day of the week, during office hours **if working alone** at the Eastern Kings Community Centre municipal office location, or any time doing on-site visits.

Person responsible for checking on the above noted worker CAO or Mayor or Deputy Mayor.

Call times: Development Officer to text/phone/email CAO at **beginning** and **end** of shift, and, if he/she is **leaving the office for a site visit**, and **again on his return**.

If the CAO does not hear from the Development Officer, at expected times, she/he will attempt to contact the DO within 20 minutes of expecting contact.

Response will be logged in Check-in log (text) or other log.

If the worker cannot be reached and does not respond within 20 minutes face to face contact will be made by: CAO, Mayor or a Councillor who has been asked to visit the office location.

The person responding will immediately inform the CAO or designate responsible for face to face contact with the worker of the reason for the delay or any incidents. Responsible person will call supervisor in the event of an accident.

Supervisor to call: CAO Sonya Martin (Cell: 902-215-0942)

If the worker encounters an unsafe situation the worker is to immediately contact the CAO, Mayor or Deputy Mayor for instruction and/or call the police if necessary.

Contact phone number: CAO-C: 902-215-0942 | (902) or Mayor-C: 902-223-3316 or Deputy Mayor – C: 902-213 -1466(Also post by phone)

These procedures will be reviewed at orientation and at least annually or when required. (change of work day etc)

Any change in names or numbers will be made immediately.

Signature of Worker Date

Signature of Supervisor Date

SUMMER STUDENT – MUNICIPAL OFFICE ASSISTANT (MOA)

Workplace: Name: Eastern Kings Community Centre – Municipal Office Location
Address: 85 Munns Road, Rte. 301 Kingsboro PE C0A 2B0
Office Phone: 902.357.2894

Employer: Name: Rural Municipality of Eastern Kings
Address: 85 Munns Road, Rte 301 Kingsboro PE C0A 2B0
Phone: 902.357.2894

RISK: Fall on stairs, angry resident.

Working alone call-in procedures for Municipal Office Assistant Student
For work between 9:00 a.m. and 4:00 p.m. daily **if working alone** at the Municipal Office Location.

Person responsible for checking on the above noted worker CAO, Mayor or Deputy Mayor.

Call times: Municipal Office Assistant to **text**/phone/email CAO at beginning and end of shift.

If the CAO does not hear from the Office Assistant, at expected times, she will attempt to contact the MOA within 20 minutes of expecting contact.

Response will be logged in Check-in log.

If the worker cannot be reached and does not respond within 20 minutes face to face contact will be made by: CAO, Mayor or a Councillor who has been asked to visit the Municipal Office location.

The person responding will immediately inform the CAO responsible for face to face contact with the worker of the reason for the delay or any incidents. Responsible person will call supervisor in the event of an accident.

Supervisor to call:

CAO - Sonya Martin C: 902-215-0942

If the worker encounters an unsafe situation the worker is to immediately contact the CAO or Mayor for instruction and/or call the police if necessary.

Contact phone number:

CAO – C: 902-215-0942 | Deputy Mayor – C: 902.213.1466 | Mayor – C: 902-223-3316

(Also post by phone)

These procedures will be reviewed at orientation and at least monthly or during the duration of the program.

Any change in names or numbers will be made immediately.

Signature of Worker Date

Signature of Supervisor Date