

Chapter 25 Working Alone

Sign Designs service personnel often times are required to work without a partner. Although the single employee is always working within public view, careful planning and training is required to assure the safety of the working alone employee. Production personnel are prohibited from working alone.

Communication – Communication is one of the most critical considerations in planning work alone activities. All field personnel have cellular telephones. Cellular phones are the main line of communication to notify of safe work completion, unsafe conditions, or incidents requiring assistance. Safe work completion should be reported to the production department personnel upon completion of each work/service order. Unsafe conditions should be reported to the installation manager for proper procedures, including stop work authority until a proper crew can be dispatched. In the event of an incident requiring assistance call 911.

It is the nature of our business to sign-in with the client prior to commencing work. The client must be informed that you are working alone, and that you will sign-out when work is complete.

Job Safety Analysis (JSA) – A JSA must be completed for each service to identify the hazards associated with the project. In addition to the JSA, the “Working Alone Checklist” must be completed to assure that the employee is properly trained to perform the task, all equipment is in proper working order, all PPE is available, and that the communication method is in place. The plan must include how the worker can secure emergency assistance. (See Working Alone Checklist below)

Prohibited Work Alone Tasks – There are certain tasks that are prohibited to be preformed by lone workers. These tasks include:

- Hot Work
- Working On or Near Live Electrical.
- Confined Space Entry
- Excavation that Requires Trenching and Shoring
- Any Task Requiring Respiratory Equipment
- Lifting Requiring a Crane
- Working at Heights Greater than 6’ Other Than a Bucket Truck
- Any Other Condition that is Deemed Unsafe by the Work Alone Employee

Training – It is the responsibility of the Installation Manager to assure that all working alone employees are familiar with working alone procedures, trained in JSA/Hazard Assessment, trained in completing the Working Alone Checklist, competent to complete the task, and understand the methods of rescue.

Working Alone Checklist			
Job Name: _____		Job Number: _____	
Designated Contact Person _____		Name of Working Alone Employee: _____	
Description	Yes	No	N/A
Training			
Has worker been trained on the work-alone procedure?			
Has the worker been informed of the hazards associated with working alone?			
Has the worker reviewed and understands the requirements in this checklist?			
Safe Work Procedure			
Has risk/hazard assessment been completed for the task and reviewed with employee?			
Is there a plan in case the employee working alone does not response to a check-up, and has this been reviewed with the employee?			
Equipment			
Has the equipment being used by the employee been inspected?			
Is the employee qualified to operate the equipment?			
Does the employee working alone have all the proper personal protective equipment available?			
Communication			
Has the communication being used for check-up been tested?			
Will there be at least 1 visual contact with the employee today?			
What is the best method to check up on the employee that is working alone (Check at least 1 below)			
Regular telephone, cell phone contact			
Check-in at designated locations when traveling			
Other - Specify			