



POLICY – SA 24

WORKING ALONE

APPROVAL DATE:	2022-03-21	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):		REVIEW DATE:	2026

POLICY STATEMENT

To establish the rules and processes for Employee's whom are required to perform their duties by working alone.

BACKGROUND

Pursuant to the Working Alone Legislation, the Village of Marwayne recognizes the importance of creating a policy to ensure the safety of those Employee's who are required to work alone.

OBJECTIVE

To assist in ensuring Employee's who are working alone are protected from harm and/or liability whilst performing their duties for the Village of Marwayne.



DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.

GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees and is subject to the terms set forth below:

- Operators of Village owned vehicles must always have a fully functional cellular device able to make outgoing calls and receive incoming calls.
- Employees who are required to operate a Village vehicle or piece of equipment after normal working hours must carry their fully functional cellular device at all times.
- Employees are required to notify the CAO prior to working outside of their normal hours. Employees must provide details to the CAO as to how long they will be working as well as notify the CAO when they have finished working, once they have arrived home safely.
- If a resident, client or contractor of the Village is known to have behavioural problems, no Village Employee is permitted to visit their residence, or any other isolated area for Village business unless:
 - Another Employee accompanies them; and
 - The CAO is notified in advance of the meeting.
- Employees who are required to travel outside of the Village boundary must notify the CAO prior to departure as well as upon their return. Employees should also provide a rough estimate of the time that will be spent outside of the Village limits conducting business.
- Employees who do not contact the CAO after being provided with approval to work outside normal working hours or upon leaving the Village boundary will be contacted to determine their whereabouts.



- Employees must ensure to have with them at all times the appropriate tools and gear for the duties they have been assigned, especially when working alone.
- Employees who work alone on a daily basis must always notify their immediate supervisor of the task they will be performing and when they can be expected to return to the office and/or shop.
- Under no circumstance is an Employee permitted to work alone without the prior knowledge of the CAO or Public Works Foreman.

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

If the CAO is unable to be notified, Employees required to work alone must notify the Public Works Foreman prior to carrying out their duties. Should both the CAO and Public Works Foreman be unavailable, Employees are not permitted to work alone.