



## **Policies & Procedures Manual**

**Section:**  
**WORKPLACE SAFETY and HEALTH -  
GENERAL**

**Title:**  
**PERSONAL SAFETY – WORKING ALONE**

**# Pages:**

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**Policy Number:**

**WS-01-02**

**Approved by:**

**Senior Executive Council**

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**May 17, 2017**

**Replaces:**

**WS-01-02 (November 19, 2014)**

### **POLICY STATEMENT**

To set out procedure and provide direction in matters concerning the issue of personal safety for employees who are working alone.

### **PURPOSE OF POLICY**

The Employer is responsible for providing and maintaining a safe work environment by ensuring, insofar as it is possible to do so, that the work place is free from physical surroundings that create intimidating or hostile work conditions.

### **PROCEDURES**

It is recognized that fear of one's personal safety is a genuine concern, and all employees are urged to exercise caution and common-sense when working outside the normal hours of work and/or in isolated areas.

The Employer will maintain security services; however, it is the responsibility of the individual to ensure that the security guards and/or other UCN personnel are aware of any special working circumstances, so as to be able to provide assistance in the event of accidents or threats to personal safety.

A plan must be implemented 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. Within the plan, the frequency and methods used shall depend on the degree of the hazards, the environment and interactions with others.

Refer to policy FI-01-14 Vehicle Usage for vehicle travel safety plan.