

ADVATEK SYSTEMS INC.

Section 14

WORKING ALONE



ADVATEK SYSTEMS INC.

WORKING ALONE

The following are the processes and procedures Advatek Systems Inc. employees will follow while working alone

14.0 References

[New Brunswick Working Alone Regulation Sec 3-4](#)

14.1 Training

Advatek Systems requires that employees shall be informed and trained on working alone

14.2 Implementation

Advatek Systems employees requires that employees observe the following guidelines while working alone

- Employees must perform a risk assessment to ensure that working alone does not pose an unsafe risk of injury, and to identify what control measure must be in place
- Employee working alone are required to keep on their person a method of communicating in case they need to call for help. This can be a Cell Phone or Electronic tracking device
- Employee must ensure that management is aware that they are working alone at a job site and an approximate time for a check in once complete
- If an employee's checking in time passes management must attempt to contact the employee
- If contact is not made then management must contact the site and attempt to locate the employee based on the job they were doing.