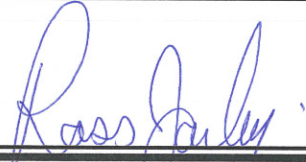


## The Rural Municipality of Elton

<b>REFERENCE:</b>	Utility	<b>AUTHORITY:</b>	Council
<b>SUBJECT:</b>	Working Alone or in Isolation	<b>EFFECTIVE DATE:</b>	December 12, 2017
<b>ADOPTED BY RESOLUTION NO. &amp; DATE:</b>	2017-388 December 12, 2017	<b>NUMBER OF PAGES:</b>	1
<b>AMENDED BY RESOLUTION NO. &amp; DATE:</b>		<b>REEVE'S SIGNATURE FOR APPROVAL</b>	

### **POLICY DESCRIPTON:**

Whereas The Manitoba Workplace Safety and Health Act and Regulations requires that "an employer must develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation";

And Whereas Council of the Rural Municipality of Elton (Elton) identified that at times employees and/or Council members may have to work alone or in isolation;

Therefore, be it resolved that Council of the Rural Municipality of Elton hereby enacts this policy as follows:

- 1) If an employee or Council member is isolated from other persons because of time, location or nature of their work they must:
  - a. Ensure they have a means of communication (phone, radio systems etc.);
  - b. Advise the Elton office if they will be working alone or in isolation prior to commencing said work, if during Elton office hours;
  - c. If they will be working beyond the Elton office hours they must contact a member of Council or a family member to advise they will be working alone or in isolation;
  - d. Communicate with their designate every two (2) hours to update status and/or location;
  - e. Document the above on the "Work Alone or in Isolation" form.
- 2) If an employee or Council member that is working alone or in isolation does not report in after the allotted two (2) hour timeline the designate must:
  - a. Try to contact the employee or Council member by phone or radio etc.;
  - b. If unable to reach him/her send out someone to the last known area the employee or Council member was working;
  - c. Continue to try and reach the employee or Council member while others are on the ground searching.