

## Proof of Training

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Working Alone Policy**

#### Purpose

This policy is intended to help keep Unger Construction employees safe while they are working alone or isolated from personnel. The concept of working alone refers to a situation where one person is performing a task by themselves. They cannot be seen or heard by other workers and assistance is not readily available. Workers who are working alone face the added hazard of being unable to ask a fellow worker to obtain assistance in an emergency.

#### Scope

This policy will apply to all work performed by Unger Construction employees and subcontractors including, but not limited to, the following activities: construction, installation, demolition, remodeling, relocation, refurbishment, testing, and servicing or maintenance of equipment or machines. Any situation when someone is working out of sight or earshot of another colleague.

#### Objective

Employees who work alone or in isolation tend to be more vulnerable than those who have coworkers present if an emergency occurs. Even though such incidents aren't common, when they do occur the consequences can be serious. The objective of this policy is to ensure the safety of lone workers by minimizing the risks that they face and putting appropriate measures in place to provide for their safety. While there may be risk, working alone can be a safe and acceptable situation.

#### Management (Board of Directors and Project Managers)

Management is responsible for ensuring that the materials (e.g., tools, equipment, personal protective equipment) and other resources (i.e., worker training materials) required to fully implement and maintain this program are readily available where and when they are required. Additionally, management will monitor the effectiveness of the program, provide technical assistance as needed, and review the program bi-annually.

#### Program Manager

Dave Simpson is responsible for the development, documentation, training and administration of the program. This position carries the responsibility of insuring this program is adhered to and that proper reporting is executed.

#### Supervisors (Superintendents and Foreman)

When there is limited supervision, training and guidance is particularly important. Lone workers need to be competent and have sufficient experience to understand risks that may arise and the precautions

they need to take. Supervisors must ensure that employees working on their own are trained and competent to carry out the work activity. Supervisors are responsible for ensuring that a task specific job hazard analysis (JHA), also known as a safe work plan, is developed. The JHA will select, implement and document the appropriate site-specific control measures as defined within this policy. Supervisors will direct the work in a manner that ensures the risk to workers is minimized, adequately controlled and that practices defined by this policy will be followed. Supervisors are responsible for ensuring Unger Construction employees and subcontractors are following expectations. Supervisors will be held accountable for enforcing the requirements of this program. Undesirable behavior will not resolve itself, therefore supervisors must be directly involved with modifying behaviors inconsistent with program expectations. Supervisors will be held accountable for enforcing Unger Construction's disciplinary program.

#### Workers (Employees and Subcontractors)

Lone workers need to be competent and have sufficient experience to understand risks that may arise and the precautions they need to take. Unger Construction has high expectations and requires safety excellence for each employee, crew, project and for our entire company. Workers are required to follow the minimum procedures outlined in this program. Workers are responsible for knowing the hazards and the control measures established in the JHA. Workers are responsible for using the assigned PPE in an effective and safe manner. Workers are responsible for stopping unsafe acts and correcting unsafe conditions on the spot as soon as they are discovered. Any deviations from this program must be immediately brought to the attention of your supervisor. Workers that choose to conduct themselves in a manner that is inconsistent with these expectations will be held accountable for those decisions and may incur disciplinary actions.

#### Hazardous Material Survey

Unger Construction requires hazardous materials surveys before demolition or renovation work begins. The survey shall include all of the following: A visual inspection of a facility or a portion thereof for suspect materials, sampling and laboratory analysis of any suspect materials found for the presence of asbestos. The hazardous materials survey will also furnish a written report that includes: a description of the area(s) visually inspected, a detailed description of any suspect material sampled, the results of any laboratory analysis of suspect materials, the method of analysis, and the total amount of asbestos containing material. Typically a floor or roof plan is included with the report to reference the written information visually.

The person conducting the survey must be certified pursuant to OSHA and/or EPA regulations. The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey may be performed by a certified Site Surveillance Technician (SST) under the supervision of a licensed consultant. Note: The survey needs to be kept in a project file so that it can be accessed when working on future projects.

If lead or asbestos have been confirmed to be present employees and subcontractors must follow Unger Construction's Lead and/or Asbestos program. If hazards such as asbestos or lead will be disturbed during remediation, a properly licensed professional must perform the work and follow appropriate regulations.

### Job Hazard Assessment (Safe Work Plan)

Unger Construction utilizes JHA's as our means of hazard assessment and establishing a safe work plan. JHA's are performed by supervisors and/or workers. Our library of hazard assessments is maintained on the "S" drive. Before beginning a new task refer to the JHA library, generally speaking all scopes of our work are covered. For situations that have not yet been covered select one that is substantially similar and use it as a baseline. JHA's on the "S" drive are organized by work area and job description. JHA's include strategies for elimination, substitution, engineering and administrative controls. After applying all appropriate reduction and elimination technique, the remaining hazards will be analyzed and the proper PPE to reduce the hazards will be selected. PPE will be identified for hazards that are in the process of being reduced or eliminated and/or when hazard-reduction efforts are not 100% effective in eliminating the hazards.

For complex or moderate to high hazard tasks, tasks where an additional level of safety planning is needed, the safety director will perform the JHA with the supervisor and workers.

### Training

Before any employee is allowed to work alone or isolated they must first receive lone worker training. The training will include the following subjects: general rules for working alone, prohibited tasks, checklist for working alone, communication and emergency response.

Proof of training is available on the "S" drive. The training data base can be sorted by employee name or by subject. This ensures supervisors and employees are able to confirm they have the necessary training and if they don't which employees do. Employees that need training should contact their project manager or superintendent to make arrangements for them to be trained.

### Retraining

The need for retraining will be indicated when: An employee's work habits or knowledge indicate a lack of necessary understanding, motivation or skills required to properly work alone, New equipment is installed that requires new or different procedures, Changes in the workplace make previous training obsolete, or upon a supervisor request.

### General Rules

Any worker who is both out of range of natural unassisted voice communications and not under observation by other persons shall be provided with an effective means of obtaining assistance in an emergency (whistle, cell phone)

Employees working alone must be accounted for by sight or verbal communications throughout each work shift at regular intervals appropriate to the job assignment (breaks, lunch) at the end of the task assignment or at the end of the shift. Acceptable means of visual communication may include may include the use of a camera or in person. Cell phone may be used in areas where there is consistent communication.

### Risk Assessments

Supervisors must understand the importance of ensuring that hazards and risks are correctly evaluated. Supervisors should make arrangements for effective planning, organization, control, monitoring and review of health safety risks. It is the supervisor's responsibility to ensure that a risk assessment of the job site has been conducted by a competent person. Supervisors and workers need to be aware that some tasks are too difficult or dangerous to be carried out by a lone worker. When a risk assessment shows it is not prudent for the work to be done by a lone worker the work must be rescheduled or staff supplemented to ensure proper and safe staffing levels.

### Prohibited Tasks

Tasks that are not appropriate for working alone include but are not limited to: confined space, handling hazardous materials/chemicals, electrically energized work, extreme temperatures, tasks that require active fall protection, tasks that require the use of respirators, tasks that generate heat such as flame or sparks.

### Controlling the Risks

While it is not hazardous to work alone it can be when other circumstances are present. The wide variety of circumstances makes it important to assess each situation individually. Whether a situation is high or low risk will depend on: the location, type of work, interaction with the public (clients staff) the consequences of an emergency, accident or injury.

Lone workers need to be sufficiently experienced and fully understand the risks and precautions involved in their work and the work location that they will be working in. Where a worker is new to a job, undergoing training or dealing with new situations they must be accompanied and cannot work alone.

Involve the workers when considering the potential risks and measures to control them. The workers shall take steps to ensure risks are removed (where possible) and when not possible putting control measures in place.

Establish a check in procedure, ways to account for people visually or verbally.

### Buddy system

In some situations the risks of working alone can be reduced by the implementation of a buddy system. Buddies do not need to be Unger Construction employees they can be members of the clients' staff (including cleaners, security, and maintenance). Remember cameras can be used by security personnel to monitor lone workers. In these situations the security officer is the lone worker's buddy however the roles and responsibilities of a buddy need to be understood and agreed to.

Subcontractors can be the buddy; in fact the presence of an Unger Construction employee and a subcontractor's employee will enable them to be each other's buddy

Roles and responsibilities of a buddy include: establishing a means and method to keep in contact, (time and place for visual or verbal confirmation), knowing the escalation procedures if the lone worker cannot be contacted or if the lone worker fails to make contact within the agreed upon times.

Checklist for Working Alone

Prior to planning or authorizing lone work the following should always be considered:

1. Supervisors should take into account foreseeable emergencies such as fire, equipment failure, illness and accidents.
  - a. What happens if a lone worker becomes ill?
  - b. What happens if a lone worker has an accident?
  - c. What happens if there is an emergency?
    - i. Emergency procedures should be established.
    - ii. Lone worker and buddies trained in emergency procedures.
    - iii. Emergency contacts numbers loaded into the cell phone
2. Complete identification of the risks or hazards via a job hazard analysis.
  - a. Is the worker aware of the risks?
  - b. Can one person adequately control the risks of the job?
  - c. Does the worker have any concerns about carrying out the task?
3. Is the worker sufficiently experienced?
4. Is workers training up do date?
  - a. Training records for the safety policies that relate to the tasks at hand.
  - b. Training records for Working Alone Policy.
5. Is the worker medically fit to do the task?
6. Is fatigue a factor or a concern?
  - a. Working extended shifts?
  - b. Unusual sleep rotation?
  - c. Worker is properly rested.
7. Time intervals in which the worker will be contacted and accounted for have been established.
  - a. Breaks, lunch
  - b. End of task
  - c. End of shift
8. Buddy system established.
  - a. Client staff member
  - b. Subcontractor
  - c. Roles and responsibilities developed and understood.
  - d. Escalation procedures agreed upon
9. Worker (and buddy when using one) has a functioning cell phone
  - a. Cell phones shall be properly charged > 75% battery life.
  - b. Confirmation that the work areas have cell reception.
10. Confirmation the task is not on the prohibited list for working alone.
  - a. Confined space
  - b. Handling hazardous materials/chemicals
  - c. Electrically energized work
  - d. Extreme temperatures
  - e. Tasks that require active fall protection
  - f. Tasks that require the use of respirators
  - g. Tasks that generate heat such as open flame or sparks.
11. The work has been properly planned, is organized and is in control.