



Airswift
HSE Management Program

Working Alone Policy

Document Control – Revisions and Amendments

Version Number	Effective Date	Author	Amendments	Reasons for Amendments
1	03.12.2019	Carol Stallworth		
2	08.08.2022	Kellie Tetley	No Changes	Periodic Review

Important Notice:

1. This procedure is a Controlled Document and shall not be amended without the authority of the Operations Manager - North America.
2. Any queries or feedback concerning the contents of this Program should be addressed to the Operations Manager - North America.

Prepared	Reviewed	Approved	Effective Date	Issue Number
<u>Kellie Tetley</u> Name	<u>Courtney Rife</u> Name	<u>Sam Cross</u> Name	08.08.2022	2
_____ Signature	_____ Signature	_____ Signature		

Purpose

Airswift's Working Alone Policy is in place to protect employees from serious injury or loss of life in the event they have to work alone or in isolation. This policy describes the responsibilities and actions to be taken to protect employees in the event they have to work alone or in isolation.

Definitions

Lone Worker

A lone worker is an individual working without close or direct supervision that does not have visual or audible contact with another person who can provide or call for assistance in the event of an emergency, injury or illness. Working alone requirements apply when employees are working by themselves and assistance is not readily available to the worker, in case of an emergency, or in case the worker is injured or in ill health.

Employer

The organization, its agents, representatives, and may also include individuals that are not paid by the organization. The applicable legislation should be consulted in each case.

Policy

Airswift shall take all reasonably practicable steps to reduce, eliminate, or control identified and potential risks to workers who work alone or in isolation. A Working Alone Policy is used to help try to limit the number of injuries or illnesses that result in a lost time accident suffered by a worker or other person(s) in/around the workplace.

Airswift does not allow working alone during business hours, afterhours or traveling on client sites. For example, if there are 2 employees left in the office, they both need to leave at the same time, staying in the office without another employee present is not allowed. If client meetings are arranged on client site or at an alternate location, 2 employees will need to attend the meeting.

When it is not possible to avoid working alone or traveling alone, the following process needs to be followed:

Employees must have access to a cellular phone or electronic monitoring device at all times while working alone. Cellular phone or electronic monitoring device must have sufficient charge to maintain communication. If effective electronic communication is not practicable at the work site, Airswift will ensure that a manager or a designate visits the employee, or the employee contacts supervisor or designate every two hours or at intervals appropriate to the nature of the hazard associated with the employee's work.

If the worker cannot be reached or does not respond within 30 minutes, the designated

contact person will arrange for face-to-face contact to be made with the employee by (e.g., driving to the office, calling a neighboring office, security, police).

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If the worker encounters an unsafe situation while working alone, the worker is to immediately alert the designated contact person and, if deemed necessary, the police (911 from work or home).

If an employee is traveling alone, he/she must follow Airswift's Journey Management Policy.

Responsibilities

Employer:

- Conduct a hazard assessment to develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation.
- Train workers in the safe work procedures.
- Ensure that workers comply with the safe work procedures.
- Review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

Supervisors:

- Ensure employees follow the safe work procedures set out by the employer.
- Ensure every vehicle is fitted with a personal First Aid kit.

Employees:

- Take reasonable care/precautions to look after their own health and safety.
- Safeguard the health and safety of other people affected by their work.
- Cooperate and comply with the health and safety procedures set out by the employer.
- Use tools and other equipment properly in accordance with relevant safety instructions and any training received.
- Ensure to report any accidents, injuries, near misses, and other dangerous occurrences.

Signature:	Date:
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Airswift
HSE Management System
Date: 08.08.2022
Version: 2
Owner: Operations Manager - North America

