

EDMONTON SOCCER FACILITIES

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Working Alone Policy

There are some situations where your job may require that you are working alone for part or all of your shift. When you are in a situation that you are working by yourself for any reason, follow the steps outlined below:

- 1.) At the start of your shift, contact your supervisor and let them know that you have arrived. If you were not supposed to be working alone, advise the supervisor of the circumstances for you being alone (colleague was late/hasn't arrived yet, etc.) *This will allow your supervisor the opportunity to correct the situation if it is necessary*
 - a. If you can't reach your supervisor directly, continue calling management contacts until you reach and speak with someone.
- 2.) During your conversation with your supervisor, determine additional check-in times, and confirm if you will contact your supervisor, or if your supervisor will contact you.
 - a. In the event that a check in does not occur, your supervisor will initiate backup methods of ensuring safety, including a site visit, or examining video.

Supervisors – In the event your staff miss a check-in, you need to follow up with them: Call them, check video surveillance if possible, and if you still haven't assured their safety, go to the site.
- 3.) Throughout the duration of the time you are working alone, you should have a method of communication with you. This may include a personal cell phone, a cordless phone, or a radio that can be monitored.
- 4.) If, at any point in your shift while working alone, you feel that your safety is at risk, please call. Depending on the nature of the threat, you may find it necessary to call 911, or if it is a lesser threat, you may call your supervisor.
- 5.) To minimize risk to yourself while working alone, you should never operate any equipment that you haven't been trained for.
- 6.) To minimize your risk, each location has been equipped with a number of security cameras, and first aid kit or room.
- 7.) At the end of your shift, contact your supervisor and let them know that your shift has ended, and confirm that you are leaving.

Employees who drive from one site location to another (usually restricted to management and maintenance staff) and are in the vehicle alone are also considered to be working alone. To mitigate risk in these situations, follow the steps outlined below:

- 1.) Before you leave for your destination, call or text to advise of your trip plans, including what stops you will be making, and estimated arrival time.
- 2.) In the event you are delayed, update your supervisor as to where and why, and provide a new arrival time.
- 3.) Contact your supervisor upon your arrival and confirm that you arrived safely.

All employees are encouraged to submit any additional suggestions to improve a Work-Alone environment. Questions or comments can be submitted to Brooke Hayes, Operations Manager.