

## 1.0 INTRODUCTION

If an employee is working alone at a workplace or worksite and working in circumstances where help is not readily available in the event of an injury, ill health or emergency, a code of practice must be established.

## 2.0 SCOPE

Any employee or contractor working for NB Power in an area not easily accessible to summon assistance, or where frequent interaction with other employees is not possible.

## 3.0 REFERENCES

OHS Act	Section 51
NB Reg. 92-133	Code of Practice for Working Alone Regulation
Form 462	Working Alone COP

## 4.0 TERMS AND DEFINITIONS

Employee	a person employed at or in a place of employment, or a person at or in a place of employment for any purpose in connection therewith;
Employer	a person who employs one or more employees or the person's agent;
Working Alone	Working in an area not easily accessible to summon assistance, or where frequent interaction with other employees is not possible.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 Employer

- Develop and implement a code of practice for working alone that includes check-ins and methods to check in.
- Ensure the employees understand and comply with the code of practice, when required.
- Provide the materials and equipment identified in the code of practice for working alone.
- Periodically review the code of practice for working alone and revise it as necessary.
- Ensure an emergency response plan is established when employees are using this code of practice. (address scenarios such as communication failure).

### 5.2 Employee

- Understand and follow the code of practice when working alone.
  - Identify hazards and control measures specific to the work location.
  - Report all incidents.
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## 5.3 Contractor

- Develop and implement a code of practice for working alone.
- Ensure the employees understand and comply with the code of practice, when required.
- Provide the materials and equipment identified in the code of practice for working alone.
- Periodically review the code of practice for working alone and revise it as necessary.
- Ensure an emergency response plan is established when employees are using this code of practice, (address scenarios such as communication failure).

## 6.0 **STANDARD**

Working alone code of practice must be established when working on behalf of NB Power at a workplace or worksite in circumstances where help is not readily available in the event of an injury, ill health or emergency.

This standard is not to be used for any high hazard work activities, see restrictions in Section 6.0.

The code of practice form must include:

- a) the name, address, location and telephone number of the physical location of the worksite,
- b) the name, address, location and telephone number of the immediate supervisor, the nature of the work conducted at the worksite,
- c) identification of the possible hazards and risks that could arise out of the work assigned;
- d) specific details of how an employee who works alone can secure emergency assistance and the employer can provide emergency assistance in the event of injury or other circumstances which may endanger the health or safety of the employee,
- e) implement scheduled check in times,
- f) assign a designated contact person for check ins for an employee working alone,
- g) advise the designated contact person when an employee is working in an area that is known to have poor communication coverage cell phone boosters may be an effective tool for these situations,
- h) if there is a change of work locations, the employee must communicate this to the designated contact.

Traveling alone for business purposes where employees may go for a period of time where they do not have direct contact with a co-worker is considered working alone; arrangements must be made for checking in, for example every two hours or at the start and completion of travel.

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The regulations and various NB Power policies, work methods, and standards also specify situations where working alone is prohibited.

**It is not permitted to work alone:**

- a) in confined spaces,
- b) while performing underwater diving operations,
- c) where there is a risk of drowning,
- d) chain saw, brush saw and clearing saw,
- e) working with electrical apparatus:
  - no personnel shall work alone on tasks that require a hold-off or on any tasks that require “hands-on” work on the primary system; i.e., repairing the primary conductors, replacing cutouts and/or lightning arrestors, changing insulators, installing current limiting fuses or installing wildlife outage protectors,
  - for work on any apparatus which is or was energized over 750 volts, there is a requirement for the second qualified person regardless of the existing potential,
  - setting or removing poles:
    - a minimum of two qualified pole-setters shall always be present when setting or removing poles between any energized conductor exceeding 750 volts

**Note:** A qualified employee may work alone with a hot stick to operate cutouts, switches, oil reclosures, and tap clamps provided that no dangerous conditions are foreseen which would prevent the work from being done safely.

**Note:** Each division must establish their own process to ensure compliance with the legislation. A code of practice form has been developed as an option to consider for divisions.

## **RETENTION**

Working Alone check-in documentation has a retention period of one year.

## **APPENDICES**

Appendix A - Code of Practice Form #0462



Director of Total  
Health & Safety

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# Health & Safety Standards



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Working Alone

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## REVISION RECORD

Revision #	Date yyyy/mm/dd	Revision Summary	Author	Reviewed By	Approved By
00	2020/06/23	New	N. Allen	M. Mallery S. Pond	Robin Condon
01	2020/11/23	Retention period	N. Allen	M. Mallery	Robin Condon
02	2025-09-25	Reviewed, no changes	N. Legere	H&S Team	Roland Roy

## Appendix A - Working Alone Code of Practice - Form #0462

An employee working alone at a workplace or worksite, working in circumstances where help is not readily available in the event of an injury, ill health or emergency, the following code of practice must be completed.

Employee Name: \_\_\_\_\_ Contact number (phone or radio): \_\_\_\_\_

Address/ location of work \_\_\_\_\_

Supervisor name: \_\_\_\_\_ Contact number \_\_\_\_\_

The nature of the work:

Identification of the possible hazards / risks	Controls in place

Designated Contact person \_\_\_\_\_

Contact number (phone or radio) of Contact person \_\_\_\_\_

Date: \_\_\_\_\_ Hours begin \_\_\_\_\_ Hours end \_\_\_\_\_

Scheduled check-in points:

Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No

Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No  
Time: \_\_\_\_\_ Made Contact ☐ Yes ☐ No

If you cannot reach the employee or they do not respond within \_\_\_\_\_ minutes. Contact person must call the supervisor if the employee does not check-in or if there is a workplace incident.