

Our company is trying to come up with a documented “Work Alone Policy.” Do we have anyone in the group that would be willing to share their policy with us even if it is not fully documented?

Summary: of the responding members, none shared a written policy, but no one allows staff to work alone in production areas. Some companies require regular check-in periods with smaller staff numbers on duty.

We don't have a documented policy, more of an unwritten rule for our production area. Our production manager does make sure that we always have at least 2 people working in the production area.

In our office area, we allow employees to work alone. In the factory where machinery is present and running, we do not allow one employee in the area.

We do not allow employees to work alone. There has to be at least 2 people working at the same time. They could be working in different areas but have to check in periodically to ensure each other is safe (we do not have a specific time as to when they have to check in).

This applies more to 2nd and 3rd shifts. We state that no machine can be operated with one person in the plant. We like two people in at least each dept. If that is not possible, the departments check on each other every couple of hours and at the end of shift to make sure everyone is OK.

While we do not have a formal policy, it is our firm practice that we will not allow anyone to work alone at the facility. An office employee could slip, fall and be rendered unconscious; or could suffer a heart attack or stroke. That is why we enforce the practice across the board without regard for job title.

Sorry, we don't have such a policy.

Our policy is not an official written SOP but we do utilize a mindset policy which states that no one on second or third shifts (which are smaller crews than first shift) are allowed to work on equipment if no one else is in the vicinity of that area, in the event of a safety problem. This mainly relates to our web area and sheet fed area, which are in the same building but not next to one another. We also installed a remote-controlled camera in both areas so that those respective employees can see each other to help monitor for safety assistance. Our plant manager can also see both areas with his iPhone. No one was opposed to the installation of the cameras, as it was explained properly.

No written policy, but we always do our best never to have anyone who's running any kind of equipment do so when they are the only ones in the building. If it's a light shift with only a couple of employees and one calls in sick the other is allowed to go home for the night without penalty.

We do not allow any production employees to work alone in the shop area, for obvious safety reasons. We bring in a minimum of two employees whenever overtime shifts are required.

Our policy is very simple; we do not allow anyone to be in the building alone.

We don't have a policy other than "you can't work alone"

We have no formal policy, but do have an informal policy that goes something like this:

1. NO employee who runs/ repairs MACHINERY can work alone in the building. Machinery is most easily defined by what is covered in both our Electrical Program (1910.332) and Lockout/Tag out Program (1910.147) having some type of stored energy – electrical, gravity, pneumatic, or hydraulic. Please note that this includes forklifts!
2. Just because an employee runs machinery does not mean they can repair machinery – they must be QUALIFIED as to their understanding of stored energy and understand/how to use PPE.
3. No employee can work alone in the building on the production floor, but can work in the administrative area if preapproved.

Other considerations (OSHA):

1. OSHA 1915.84 defines "working alone" as in a confined space or an isolated location and the employer must at regular intervals check on the condition of such an employee through phone or other communication to ensure their safety.
 2. Other than the above, OSHA does not have a specific regulation but this may be found under the general duty clause of the OSH act – Employees must be "free from recognized hazards" that may or likely to cause death or serious physical harm AND must comply with standards promulgated under the act applicable to the employers actions and conduct.
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Editor's Note: The University of Texas' Environmental Health and Safety Department has a very comprehensive written Procedures for Working Alone manual online here:
<http://www.utdallas.edu/ehs/manuals/docs/proceduresforworkingalone.pdf>