

# Safe & Well Waypoint

## Occupational Health & Safety Talks

*protecting the worker through safe practices & internal responsibility*

### ***Working Alone & Planned Monthly Inspections***

#### **WORKING ALONE**

In certain situations or environments, working alone can be unsafe, and as such requires special arrangements to minimize risks and hazards. Waypoint is committed to providing an environment that promotes safety for all our staff and this commitment is extended to working alone situations. These situations are instances where a staff member may be exposed to any of the following hazards due to assistance not being readily available;

- *Injury/Impairment*
- *Accident*
- *Emergency Situation*
- *Victimization / Assault*
- *As well as other foreseeable potentially life-threatening emergencies*

Any staff who may come onto Waypoint grounds outside of their regular work hours are subject to Waypoint's Working Alone Policy which sets out the parameters for anyone working in isolated areas/situations while here at Waypoint. Consult this policy as well any applicable working alone plan with your Manager. Personal Alarms (Personal Audible Pendants) are also made available to Waypoint staff along with ELPAS devices for the Atrium Building. All staff are reminded that these are mandatory safety apparel and must be worn at all times. (ELPAS is mandatory in Atrium only).

#### **PLANNED MONTHLY INSPECTIONS**

The goal of Waypoint's inspection program is to prevent injuries and illnesses through the identification and successful mitigation of any identified actual or potential hazards (near miss) before they occur. Additionally these inspection reports are used to monitor implementation of standards and procedures which may result in recommendations for change. An inspection program will only be successful when there is a proactive approach and action taken to eliminate, or reduce the hazards found and/or reported.

Workplace inspections are intended to support the organization's Internal Responsibility System (IRS) and its Occupational Health and Safety Management Programs.

#### ***How can you help?***

All Waypoint staff are encouraged to communicate to the inspecting personnel. Make your immediate manager aware of any hazards you see anywhere throughout our facilities. **As a support to this communication to your immediate manager the SPIRiT software must be used by all staff to log any and all potential or actual hazards.** The completion of the planned inspections progress the culture of safety here at Waypoint making inspections a pivotal process to keeping everyone here at our facility safe.

**If you notice any safety concerns throughout our facility notify your manager immediately AND FILL OUT A SPIRiT!!!**



#### **Managers Reminder:**

- *Review any applicable Working Alone plans with your staff if you have not already done so*
- *Ensure Staff complete a SPIRiT Report for and Safety concern(s). REMIND THEM AT STAFF MEETINGS*
- *Complete your Planned Inspections and keep in a conspicuous place in your Unit/Dept for staff access*
- *Contact OH&S Coordinator for any support you need throughout any of these processes.*