

Function of Beauty 5570 Snyderstown Rd. Paxinos, PA 17824

Work Alone Program Program

1.0 Purpose

Function of Beauty is committed to providing its employees with a safe and healthy workplace. Function of Beauty's Work Alone Program is an integral part of these safety efforts. Function of Beauty will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working is not illegal, but it exposes employees and others to certain hazards. The employer's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level. Function of Beauty has developed policies and procedures to control the risks and protect employees, and employees should know and follow them.

2.0 Scope

This program applies to all Function of Beauty employees, all directly supervised employees of Function of Beauty, and all contractors and subcontractors being hired by Function of Beauty working on any property Function of Beauty is operating.

3.0 Definitions of Working Alone

3.1 Staff in establishments where:

3.1.1 Only one person is working on the premises/ building

3.1.2 A person is working separately and alone from others within the same building

4.0 Responsibilities

4.1 The Director of EHS will be responsible for the rollout and enforcement of this policy as well as obtaining and documenting a risk assessment for every area of the facility. The risk assessment will need to include the dangers and concerns of alone work in areas.

4.2 Managers will be responsible to assist with the identification of the no work alone areas.

4.3 Management will be responsible for upholding and enforcing this policy.

5.0 No Work Alone

- 5.1 Employees are not to work alone under the definitions above in section 3.0 unless otherwise approved by a Supervisor or Manager on site.
- 5.2 The Supervisor or Manager must complete Form FOB-EHS-011-A. Once completed the sheet must be given to the Safety Specialist for documentation and record retention.
- 5.3 Employees who work alone will be required to have open communication with a Supervisor or Manager.
 - 5.3.1 Communication may be via a cell phone or radio.
 - 5.3.2 Employees must check in every 30 minutes with the Supervisor or Manager who is approving the Work Alone.
- 5.4 In the event an employee does not make contact with a Supervisor or Manager within the 30 minutes the responsible Supervisor or Manager must personally verify the employee's Safety and go to the area where the individual is working alone.
- 5.5 At a change of shift a new Form (FOB-SAF-FORM-008) must be completed.

6.0 Information Management

- 6.1.1 Documents
 - 6.1.1.1 Documents will be available on GOOGLE drive.
 - 6.1.1.2 Supervisors/ Managers will keep FOB-EHS-011-A from the start to completion of the alone work and then will communicate the paperwork to the Safety Manager.
 - 6.1.1.3 The Safety Specialist will evaluate the need for work alone.
 - 6.1.1.4 The Director of EHS will keep records for a period of 1 year and then will discard them.
- 6.1.2 Training
 - 6.1.2.1 All Managers will be responsible to obtain a documented list with employee signatures (sign offs) of understanding of this policy after employees are introduced to the policy and

acknowledge understanding. (See
FOB-SAF-FORM-009)

7.0 Appendixes

Appendix A: FOB-EHS-011-A Work Alone Approval Form

Appendix B: FOB-EHS-011-B Confirmation of Training/ Program

8.0 Document Review and Approval

8.1 Date Devised: 2-19-20

8.2 Reviewed Date: 07-26-21

8.3 Date Approved: 05-03-21

8.4 Approved By: Ed Nolter, Director, EHS