### Purpose

To aid in working alone safely while reducing risk.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Working Alone Procedure** |
| **1.** | Choose a contact person that you will report to at regular intervals (ie. call once per hour) for the duration of your trip. If you aren’t alone on the vessel but you are working alone in a location like the engine room, use verbal check-ins at regular intervals either by opening the door and shouting out, or through use of a radio headset. Some vessels are equipped with a live video feed from the engine room which can also be used for checking on the individual working alone.  |
| **2.** | If you are going out to sea alone, give your designated contact person your destination, estimated time of arrival, return time, and any alternate plans in the event of poor weather.  |
| **3.** | If you are going out to sea alone, develop an emergency plan to be followed by your contact person if you do not check-in on time (ie. they call you and if they don’t receive a response, they contact Coast Guard)  |
| **4.** | Always perform a risk assessment before working alone to ensure all of the potential hazards have been addressed.  |