TABLE OF CONTENTS

[1.0 PURPOSE 1](#_Toc324496353)

[2.0 SCOPE 1](#_Toc324496354)

[3.0 reference documents 1](#_Toc324496355)

[3.1 TI Standard Policy and Procedure (SP&P) 04-04-01: "Environmental, Health and Safety" 1](#_Toc324496356)

[3.2 ESH Standard 01.01: “Personal Protective Equipment” 1](#_Toc324496357)

[4.0 Definitions 1](#_Toc324496358)

[5.0 Requirements 1](#_Toc324496359)

[5.1 Evaluation/Hazard Assessment 1](#_Toc324496360)

[5.2 Safety Measures 2](#_Toc324496361)

[5.3 Communications 2](#_Toc324496362)

[5.4 Training Requirements 2](#_Toc324496363)

[6.0 STANDARD Approval 3](#_Toc324496364)

[7.0 Revision history 3](#_Toc324496365)

# PURPOSE

This standard establishes the minimum requirements and criteria to ensure that employees working alone can do so safely.

# SCOPE

This standard applies to situations where all of the following conditions exist:

* An employee is working alone;
* The task would be consided to be medium or high risk type of task, and;
* Assistance is not readily available to the employee in the event of an injury, illness, or emergency.

# reference documents

## TI Standard Policy and Procedure (SP&P) 04-04-01: "Environmental, Health and Safety"

## ESH Standard [01.01: “Personal Protective Equipment”](https://sps01.itg.ti.com/sites/wwf/esh/standards/Local%20Settings/Temporary%20Internet%20Files/Knowledge_Bank/01-01%20%28Expires%2003-29-2007%29.doc)

# Definitions

[TI ESH 00.01 Standards Glossary of Definitions](https://sps01.itg.ti.com/sites/wwf/esh/standards/Knowledge_Bank/00.01.xlsx)

# Requirements

## Evaluation/Hazard Assessment

###  To ensure that employees are provided with the safest possible work environment, each work area and assignment shall be evaluated for potential risk/hazards and actions taken to eliminate or mitigate each identified hazard. This evaluation shall include, but not be limited to the following:

#### Sources of exposed kinetic energy including electricity, moving parts, flowing liquids or gases, and falling objects,

#### Sources of potential energy such as electrical capacitors, flammable liquids or gases, and springs,

#### Conditions which expose an employee to hot or cold surfaces;

#### Conditions that might cause slips or falls such as wet surfaces, tripping hazards, or unguarded changes in elevation.

###  Assistance Availability

#### Three factors shall be assessed to determine if assistance is “readily available” in the event of an injury, illness or emergency:

##### Awareness — will other persons capable of providing assistance be aware of the worker’s needs?

##### Willingness — is it reasonable to expect those other persons will provide helpful assistance?

##### Timeliness — will assistance be provided within a reasonable period of time?

#### This assessment shall consider the level of risk associated with the circumstances of the work (e.g. type of work, location, hazards). If the worker faces hazards that pose a high risk of injury, “readily available” may be increased to “immediately available”.

###  Documentation

#### Assessments or analyses conducted for working alone conditions shall be performed in conjunction with the assessment required by ESH Standard 01.01, “Personal Protective Equipment” or as part of the hazard assessment conducted for daily tasks.

#### Results of the working alone assessment or analysis shall be incorporated into the documentation required by the PPE standard or on the hazard assessment for work being performed by the employee.

## Safety Measures

###  When the hazard cannot be eliminated or controlled, working alone restrictions shall be considered.

#### The first choice of action should be to eliminate the hazard or provide engineering controls to prevent the exposure of the employee to the hazard.

#### The use of Personal Protective Equipment does not eliminate the need for working alone restrictions.

## Communications

###  An effective means of communication shall be established between the worker and persons capable of responding to the worker’s needs.

###  Effective means of communication may include:

#### Employee down alert devices,

#### Visiting the worker at intervals of time appropriate to the nature of the hazards associated with the employee’s work, or

#### Ensuring someone contacts the individual working alone at designated intervals as appropriate to the nature of the hazards through two-way radio or telephone.

## Training Requirements

###  Employees shall be provided with sufficient training to perform their tasks safely.

# STANDARD Approval

This standard has been approved by David Thomas, TI Vice President.

# Revision history

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rev#** | **Date** | **Nature of Revision** | **Author/Editor** | **Approver** |
| A | 01/26/2007 | Minor revision: term “job hazard analysis” replaced with “hazard assessment”. References and links updated.  | John Willis |  |
| B | 01/24/2008 | 2007 major periodic review; Added clarification of working alone considerations when working with >50 volts (3.1 Note). 3.4.b re-numbered as a list for clarity.  | Dale Moore |  |
| C | 02-15-2013 | Minor revision: updated document format. | Rene’ Graves | ELC |
|  |  |  |  |  |
|  |  |  |  |  |