



WORKING ALONE

Background

Employees who are directed to work alone are to be protected in accordance with the Occupational Health and Safety Act.

Definition

Work Alone means to work alone by administrative direction at a work site in circumstances where assistance is not readily available in the event of an injury, illness, or emergency.

Procedures

1. In situations where employees are directed to work alone, Principals and site supervisors shall ensure:
 - 1.1 That a hazard assessment to identify existing and/or potential hazards arising from the conditions and circumstances of the employee's place of work is conducted;
 - 1.2 An effective means of communication between the employee and persons capable of responding to the employee's needs is established; and
 - 1.3 Safety measures to reduce the risk to employees from the identified hazards are implemented.
2. When working alone, staff will enter building and call the working alone contact number to check in. Staff are to provide their name, school, contact phone number, exit time, and if they disabled the security system.
 - 2.1 If staff members are in the building longer than three (3) hours, they will receive a phone call on the contact phone number they provided or they can call the working alone contact number again just before the three (3) hour mark.
 - 2.2 If staff members are in the building less than three (3) hours, they are expected to call the working alone contact number when they leave the building to check out, and to inform the operator if the security system was rearmed.
 - 2.3 If a staff member fails to call to check out or does not answer the phone, the phone service will wait five (5) minutes and call back. If the staff member fails to answer a second time, the phone service will call again one last time five (5) minutes later.
 - 2.4 If there is no answer after ten (10) minutes (three (3) calls), the key contacts will be contacted in the order provided for each site. Once a key contact is reached the key contact is expected to go to the site to check if staff member is OK or still in the building.



3. If a situation is determined a false alarm, the appropriate school may be charged a fee determined by the Division.
4. This is a service provided to employees to ensure the safety of staff and is available 24 hours a day 7 days a week.

Reference: Section 33, 52, 53, 68, 197, 204, 222 Education Act
Occupational Health and Safety Act
General Safety Regulation (AR 448/83)
Working Alone Safely: A Guide for Employers and Employees