



Rolling River School Division

ADMINISTRATIVE PROCEDURE

GBED – WORKING ALONE

The Rolling River School Division will ensure, as is reasonably practical, the safety, health and welfare of all its' workers.

The Division recognizes that working alone is a potential hazard in the workplace and will provide safeguards to employees who are required to perform any work functions that are performed alone.

Working alone is defined as a work function:

- a) that requires the worker to be the only worker for the Division in a given workplace at any time, and
- b) where the worker is not directly supervised by his/her employer / designated supervisor at any time.

Low Risk Work

In most cases, the type of work that is performed by the employees of the Rolling River School Division is considered "low risk".

Workers who are required to work alone in low-risk jobs, shall conduct a personal check with a designated individual at frequent, regular or scheduled intervals.

High Risk Work

The following represents those situations in the Division where there is a higher risk of working alone:

- a) working in a confined space
- b) working with hazardous materials; high pressure systems; moving equipment or machinery.
- c) working at heights or on scaffolding
- d) working outside in extreme weather conditions

Workers performing these kinds of hazardous work will be provided with either a second person to assist in the performance of the work or will provide a frequent personal check by another person at regular and/ or scheduled intervals.

Division employees who are required to work alone will implement the following procedures.

Periodic Contact

Employees who are required to work alone will have regular access to a telephone or one Division employees who are required to work alone will implement the following procedures.

Employees who are required to work alone will have regular access to a telephone or one of the Division's two-way radios and will have periodic contact with the supervisor or other designated office personnel as is reasonable but at a minimum of twice per day.

Employees who are required to work alone outside of regular office hours shall identify a personal designate (co-worker, spouse, friend etc.) and shall contact the designate at the commencement and termination of each daily shift. Each employee in this situation will complete the Division's *Working Alone After Normal Working Hours: Personal Contact Declaration Form* and implement the contact as required.

Employees who choose to work alone outside of regular office hours shall ensure that a personal designate (co-worker, spouse, friend etc.) knows that they are working alone and will arrange a personal contact prior to entering and leaving the workplace after hours.

In the event the employee as scheduled does not contact the personal contact, he/she will attempt to contact the employee. If the employee cannot be reached/located, the personal contact will contact the following in the order listed, until someone is notified:

- the employee's immediate supervisor and /or designate (e.g.: School Principal or Vice Principal)
- the employee's Divisional Supervisor (e.g.: Maintenance Supervisor)
- the local police service.

Second Person / Buddy System

The Division will assign a minimum of two employees to work in high risk situations, or if appropriate, will implement two way radio contact or a personal check at regularly scheduled intervals of the person who is working alone.

General Precautions

- Report to building office personnel (school secretary, principal etc.) and indicate your work plan when you are working in a building.
- If the office has a cordless phone or if you own a personal alarm or cell phone, have it on hand at all times. Be familiar with the location of the telephone(s) in the school / office.
- **IN CASE OF EMERGENCY CALL 911.**
- Be aware of and post important telephone contact numbers on Workplace Safety and Health Bulletin Boards, in boiler rooms, custodial offices and the main office.
- Lock your vehicle while at work.

Whenever possible, workers scheduled after normal office/building hours will:

- Be knowledgeable about co-workers' duties and routines and plan a set time to meet for breaks.
- Ensure that all exterior doors are secure.
- Walk in well-lit areas when entering or exiting the building.
- If possible, exit the building with other workers after completing your shift.
- Implement a personal contact routine.

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