

Administrative Procedure 160 - 3 Appendix C - Working Alone

Background

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

Definition

Working alone means to work alone at a worksite 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. Where staff are working alone, and Clearview has made available incident response devices for the worksite, staff shall use the incident response devices wherever possible and reasonable.
3. The Principal or Supervisor shall review with their staff at least annually this administrative procedure and the safety controls to ensure working alone procedures are as safe as practicable. New staff will be informed of this administrative procedure through PublicSchoolWorks, and staff will be informed at least once every three years on this administrative procedure.

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

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