



## 7002: Working Alone (A/P)

Approved: 24 11 12

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### BACKGROUND

School District 70 fosters a safe and healthy workplace and commits to eliminating or minimizing the risk of harm to staff working alone or in isolation. All employees are expected to adhere to the check-in procedure appropriate to their job to ensure their own safety when working alone or in isolation. Supervisors will review these procedures regularly with all staff and unfamiliar staff upon their start at their new site.

### REFERENCE

WorkSafe Occupational Health and Safety Regulation requires specific procedures whenever staff members will be working alone or in isolation. The definition in the OH&S Regulation for working alone or in isolation is as follows:

“4.20.1 In sections 4.20.2 to 4.23, “to work alone or in isolation” means to work in circumstances where assistance would not be readily available to the worker

- (a) In case of an emergency, or
- (b) In case the worker is injured or in ill health.”

- 1) All schools and worksites must have specific procedures for staff assigned to work alone or in isolation and for staff not assigned but do work alone or in isolation. These procedures will vary as the requirements for staff assigned to work alone or in isolation are stricter.
- 2) Each site must customize the sample procedures in this Section to meet their own needs. The site-specific procedure must be as strict as the sample procedures.
- 3) For school-based staff that are not assigned to work alone, an after-hours time must be established and that will result in all staff who choose to remain at the school to be considered working alone or in isolation.
- 5) Supervisors must ensure that all staff at their facilities are aware of and trained in the site-specific working alone procedures.
- 6) Temporary employees must be informed of the site-specific procedures.
- 7) The site-specific procedures must address the following points:
  - a) Time after hours procedures will start for staff not assigned to work alone or in isolation
  - b) Time that all staff must exit the building without pre-approval of the Principal/Manager
  - c) Process for checking on staff working alone or in isolation
  - d) Emergency procedure for staff found in distress
  - e) Emergency procedures for staff who missed scheduled check in
  - f) Record keeping for staff working alone or in isolation



8) Compliance with the working alone or in isolation procedures and afterhours times is mandatory for all staff. Staff who disregard these procedures may be subject to discipline.

#### **PROCEDURE FOR EDUCATIONAL STAFF**

- 1) The risk for educational staff accessing buildings after hours is considered “low.” However, all staff working at schools or educational sites are expected to follow the sign in procedures at their respective school sites.
- 2) If an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a) At or about the start of their shift, employees must follow working alone procedures and notify the designated individual that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
  - b) At the end of their shift, employees must follow working alone procedures and notify the designated individual that they have finished their shift.
  - c) If the designated individual does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

#### **PROCEDURE FOR MAINTENANCE STAFF AND TECHNICIANS**

- 1) The risk for maintenance staff and technicians is “high” due to the nature of their work and requires a minimum two (2) hour check-in.
- 2) If an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a) At or about the start of their shift, the employees must follow working alone procedures and notify the designated individual that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
  - b) At the end of their shift, the employee must notify the designated individual that they have finished their shift.
  - c) If the designated individual does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

#### **PROCEDURE FOR CUSTODIAL STAFF**

- 1) The risk for custodial staff is considered “medium” due to the nature of their work and requires a minimum of four (4) hours between check-ins.
- 2) If an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a) At or about the start of their shift, notify the designated individual that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
  - b) At the end of their shift, the employee must notify the designated individual that they have finished their shift.
  - c) If the designated individual does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.



## **RESOURCES AND REFERENCES**

School District 84: Vancouver Island West – Working Alone Program

School District 46: Sunshine Coast- Working Alone

WorkSafe BC: Working Alone – A Handbook for Small Business

712: HEALTH AND SAFETY WORKING ALONE (P)