

# ROLLING RIVER SCHOOL DIVISION POLICY

## Working Alone

GBED/P

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:

- i) working in a confined space
- ii) working with hazardous materials; high pressure systems; moving equipment or machinery.
- iii) working at heights or on scaffolding
- iv) 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.

### **Index Regulation**

**Date Adopted:** December 12, 2002

**Date Reaffirmed:** October 5, 2006

**Date Reaffirmed:** October 6, 2010

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Working Alone

GBED/R

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 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.

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Working Alone - Continued

GBED/R

***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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# ROLLING RIVER SCHOOL DIVISION REGULATION

<b>Working Alone - Continued</b>	<b>GBED/R</b>
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### Sample Working Alone Procedures

<b>Maintenance Staff &amp; Computer Technicians</b>	<b>Working Alone Situation</b>	<b>Minimum Procedure</b>
Low Risk Tasks	Travelling alone in a vehicle	Frequent personal contact by phone or two way radio
High Risk Tasks	Working in confined space (e.g.: crawl spaces etc.)	Buddy system, frequent scheduled personal contact or two way radio
	Working with hazardous materials; high pressure systems; moving equipment or machinery	Buddy system, frequent scheduled personal contact or two way radio
	Working at heights or on scaffolding (e.g.: painting, roofing, etc.)	Buddy system, frequent scheduled personal contact or two way radio
	Working outside in extreme weather conditions (e.g.: snow clearance, outside maintenance work)	Buddy system, frequent scheduled personal contact or two way radio

<b>Bus Drivers</b>	<b>Working Alone Situation</b>	<b>Minimum Procedure</b>
Low Risk Tasks	Travelling alone in a vehicle	Frequent personal contact by phone or two way radio
	Travelling after hours	Scheduled personal contact
	Extreme weather conditions	Two way radio, cell phone or scheduled personal contact

<b>Custodial Staff</b>	<b>Working Alone Situation</b>	<b>Minimum Procedure</b>
Low Risk Tasks	Working alone after normal work hours	Scheduled personal contact by phone
High Risk Tasks	Working in confined spaces (crawl spaces etc.)	Buddy system, frequent scheduled personal contact or two way radio
	Working with hazardous materials; high pressure systems; moving equipment or machinery (e.g.: working with cleaning products, working on boiler operations / tests)	Buddy system, frequent scheduled personal contact or two way radio
	Working at heights or on scaffolding (e.g.: replacing light ballasts / light bulbs)	Buddy system, frequent scheduled personal contact or two way radio
	Working outside in extreme weather conditions (e.g.: snow clearance, outside maintenance work)	Buddy system, frequent scheduled personal contact or two way radio
	Intrusion Alarm Call-Out	Buddy system or contact local Police

<b>Instructional / Administrative Staff</b>	<b>Working Alone Situation</b>	<b>Minimum Procedure</b>
Low Risk Tasks	Travelling alone in a vehicle	Frequent personal contact by phone
	Travelling after hours	Scheduled personal contact
	Working alone after normal work hours	Scheduled personal contact by phone

**Date Adopted:** December 12, 2002



# ROLLING RIVER SCHOOL DIVISION REGULATION

## Working Alone After Normal Working Hours: Personal Contact Declaration

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

### Regular Working Schedule:

Mon.          Tues.          Wed.          Thurs.          Fri.          Sat.          Sun.

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Primary Personal Contact:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship: \_\_\_\_\_

### Alternate Personal Contact:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship: \_\_\_\_\_

I \_\_\_\_\_ declare that I will contact the "Personal Contact" named above, or in his/her absence, the alternate named above at the commencement and termination of each shift where I am required to work alone. In the event that I have not made contact within fifteen minutes of the start or end of the shift, as is applicable, my personal contact will attempt to contact me. If he/she is unable to contact or locate me, he/she will call my supervisor or designate and in his/her absence will contact the appropriate local authorities.

I will provide the necessary information to my Personal Contact and Alternate to ensure he/she can contact my supervisor if required.

I understand that I must update this information sheet in the event my Personal Contact or Alternate changes.

Signed: \_\_\_\_\_  
*Employee Signature*

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_