Administrative Procedure 211

Personnel and Employee Relations

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 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. No charter board employee shall enter a STEM Collegiate work site alone unless a designated person (supervisor, colleague, spouse, friend or adult family member) knows that you will be in the building alone and is aware of the approximate duration of your stay.

2. In situations where employees are directed to work alone, the principal or supervisor shall ensure:

    2.1. 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;
    2.2. an effective means of communication between the employee and persons capable of responding to the employee's needs is established; and
    2.3. safety measures to reduce the risk to employees from the identified hazards are implemented.

3. The designated person:

    3.1. must be available for the employee to call them;

3.2. if necessary be prepared to call the employee; and
3.3. have contact information for a person who has a key to the work site and who can quickly get to the work site it they are not able to communicate with the employee in person after a lapse of one (1) hour.

4. While at the work site the staff member must:

4.1. limit activities to those that are safe (for example, refrain from use of ladders, lifting/moving heavy items);
4.2. ensure that a phone is easily accessible to where the employee is working; and
4.3. ensure that the employee has a flashlight on hand in case of loss of power in the building.

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