

Working Alone Procedures

Working Alone Procedures apply when someone is scheduled to be working on site completely alone without students or other staff present. It is the responsibility of all supervisors and staff members to identify when scheduling necessitates an individual to be working alone. When working alone, all staff is required to abide by the following lone worker procedures.

Procedures:

1. When the scheduled staff member arrives on site they must call the designated “working alone” contact posted at each campus and notify the contact person that they are scheduled as working alone on site. At this point the worker must provide the contact person with the following information:
2.
 - Full Name
 - Contact Numbers (Cell, Office, Home)
 - Time Arrived On Site
 - Estimated Departure Time
3. The contact person will keep a log of when the lone worker calls in.
4. The lone worker must call in every 2 hours they are on site.
5. If the lone worker fails to call in, the contact person must contact the lone worker to ensure they are not in distress.
6. If the contact person can not reach the lone worker, the contact person must contact another person on a pre-determined list of individuals who are capable of going to the site and searching for the lone worker.
7. If/when the lone worker is found on site and is safe, the lone worker will be told to contact the contact person to check-in.
8. If the lone worker is found injured or in distress, the ambulance and the RCMP contacted immediately as the situation dictates.
9. Any instances of call out to search for the lone worker must be documented and an incident report must be filed regardless of the outcome.

Responsibilities:

It is the responsibility of Campus Principals to ensure that campus and task specific working alone procedures are developed, implemented, communicated and enforced. Where staff members are not “scheduled” but going to the campus to prepare for class, etc., a similar procedure is recommended for the staff member utilizing a personal contact to call when arriving and every 2 hours. This information is to be communicated at Health and Safety meetings.

It is the responsibility of all supervisors to review each worksite to identify circumstances where individuals work alone in situations where there is increased risk of injury or assistance is not readily available. Supervisors must ensure that all reasonable, practical steps are taken to protect the health and safety of employees