

Administrative Procedure 433

Added 2013

WORKING ALONE

Background

Holy Spirit Catholic School Division No. 4, as far as is reasonably practicable, is responsible for minimizing risks associated with employees working alone. Employees are also required to co-operate and follow the procedures designed to promote health and safety at the workplace.

This administrative procedure is designed specifically for caretaking and maintenance staff that are required to work alone either due to scheduling, overtime requirements, and call-outs.

Definitions

“Working Alone”:

- To be alone at a work site in circumstances where assistance is not readily available in the event of an accident or injury, illness, or other emergency;
- To work between the hours of 9 p.m. and 6 a.m. during the facility’s scheduled operating days;
- Working anytime Saturday, Sunday or any statutory holiday

A ***“Designated Person,”*** is an employee chosen by the Superintendent, or designate, who shall be in charge of another employee in relation to the working alone procedure.

Procedures

1. Employees who work alone for an extended period must use the following work procedures:
 - 1.1 Sign in/out to ensure proper tracking of personnel during an emergency situation.
 - 1.2 Inform designated person of where he/she is going and the job to be performed.
 - 1.3 Must assess the risk of the job and inform designated person.
2. No high-risk hazardous work will be conducted unless other personnel are available and able to assist. High-risk hazards may include, but are not limited to, the following:
 - 2.1 Operating equipment or machinery capable of inflicting serious injury.

- 2.2 Working with or near highly toxic or corrosive substances where there is a significant risk of exposure to the substance. The volume of the substance being used must be taken into account.
 - 2.3 Climbing high ladders (more than 6 feet).
 - 2.4 Working with exposed energized electrical equipment.
 - 2.5 Working with significant volumes of flammable substances.
 - 2.6 Work where there is a significant potential for violence.
- 3. The employee must have some means of communication with the designated person. For instance, by cellphone or two-way radio.
 - 3.1 Between 9 p.m. and 6 a.m., the employee must communicate with the designated person before entering the building and when leaving the building.
 - 3.2 Between 9 p.m. and 6 a.m., the employee must communicate with the designated person every 2 hours.
- 4. Buildings occupied by staff outside regular hours are to be secured to prevent unauthorized entry.
 - 5. Entry into confined spaces is not permitted.
 - 6. Workers who feel their safety is in immediate danger should pull the nearest fire alarm and, if possible, proceed to the school entrance where the fire alarm panel is located.
 - 6.1 **PLEASE NOTE: THIS IS AN EXTREME MEASURE AND SHOULD ONLY BE TAKEN IF IMMEDIATE ASSISTANCE IS REQUIRED, THE EMPLOYEE IS IN SEVERE DISTRESS AND THEY BELIEVE THEY CANNOT WAIT FOR ASSISTANCE FROM AN EMERGENCY CONTACT OR MAKE A CALL ON THEIR OWN TO 911.**

Designated Person Procedure

- 1. Monitor the employee.
- 2. Be accessible to communication systems at all times.
- 3. During the hours of 9pm – 6am, if the employee does not report within 2 hours the designated person must contact the Plant Operations Coordinator to investigate.

Legal Reference: **Occupational Health and Safety Act
Part 28 (Working Alone), Occupational Health and Safety Code
Workplace Health and Safety Bulletin: Working Alone Safely
Administrative Procedure 102: Occupational Health and Safety**